# Microsoft Excel 2016: Beginners and Intermediate Training



365 Careers

365 Careers

# I. A selection of useful tips and tools

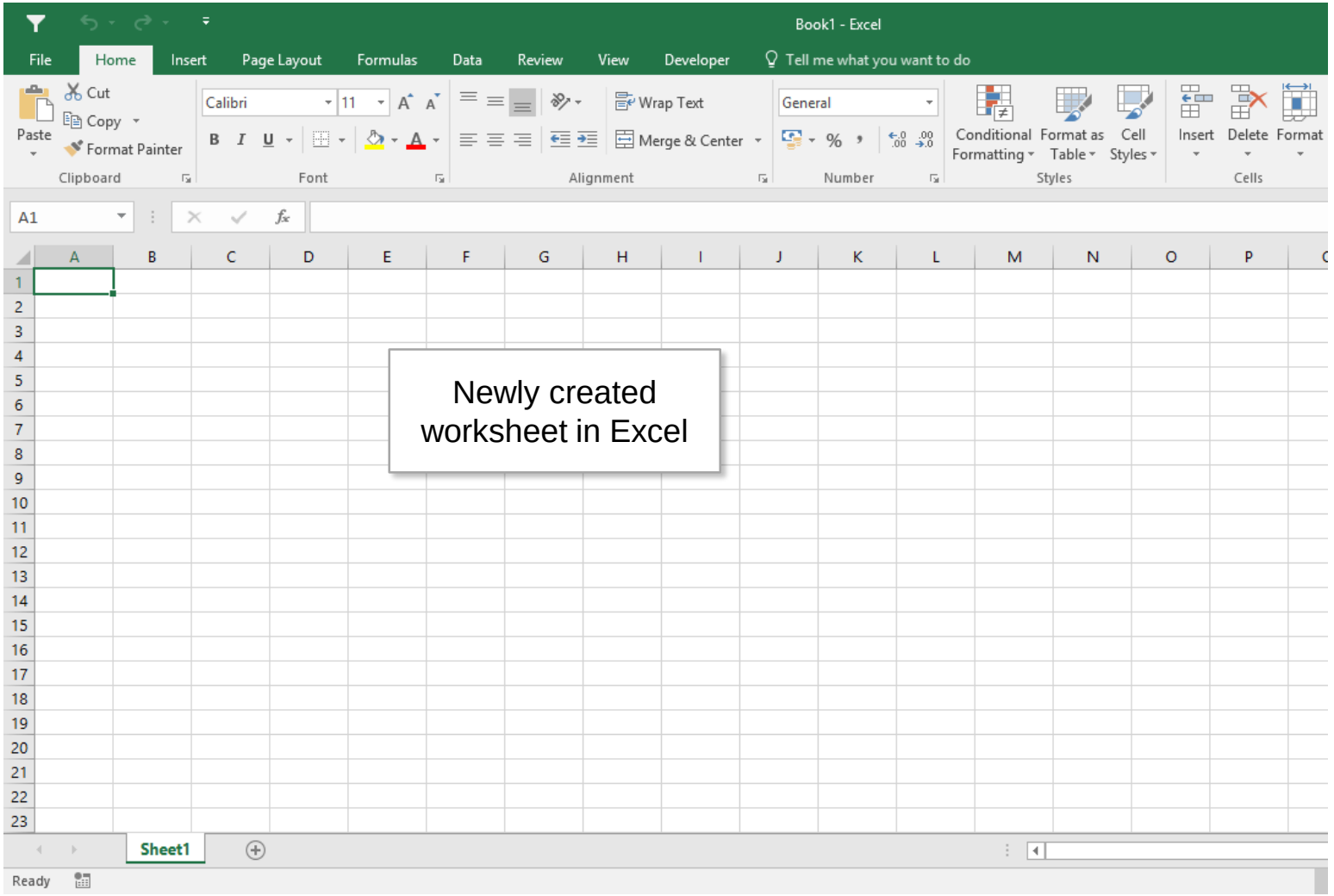
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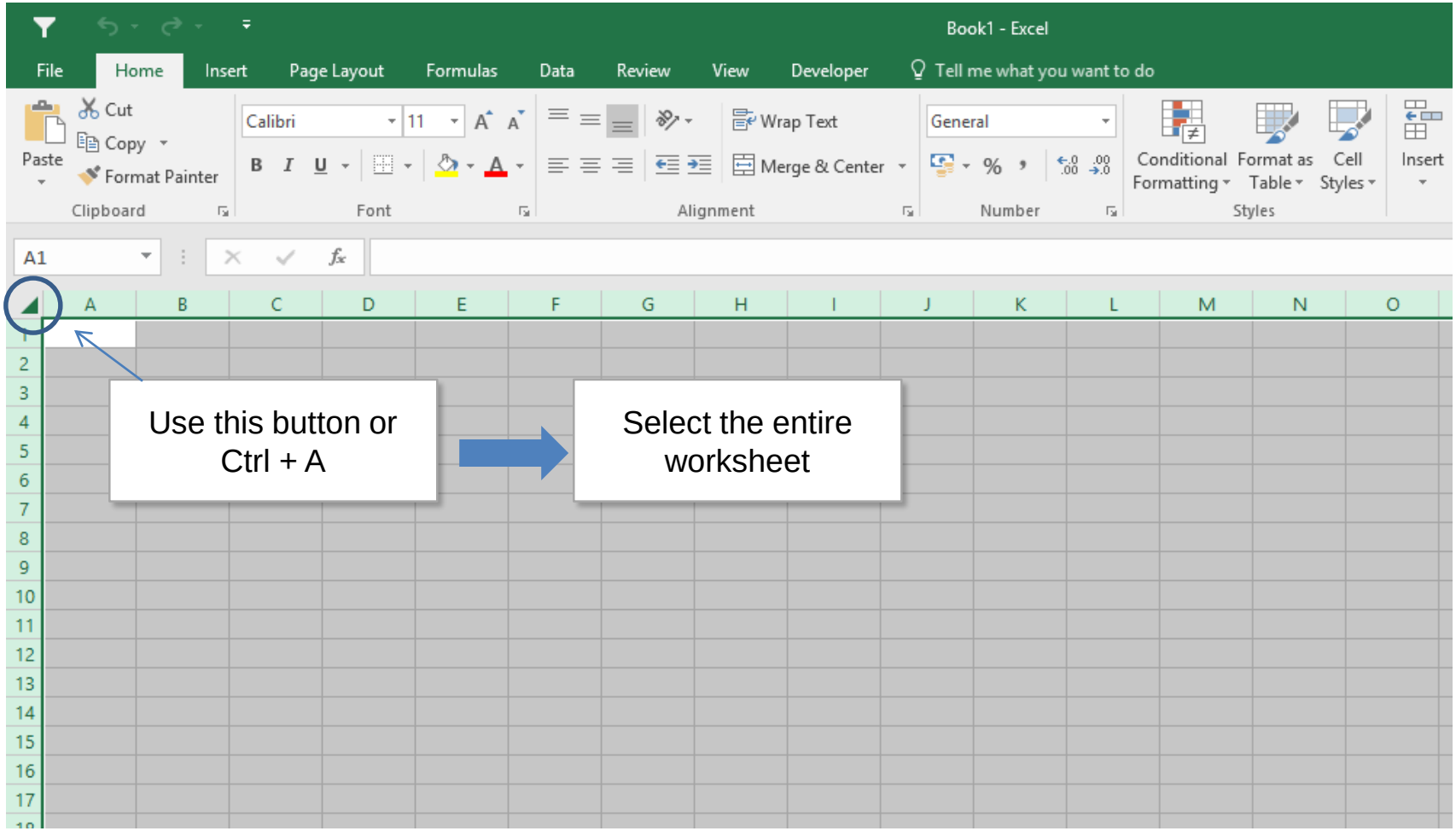
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# Formatting a worksheet

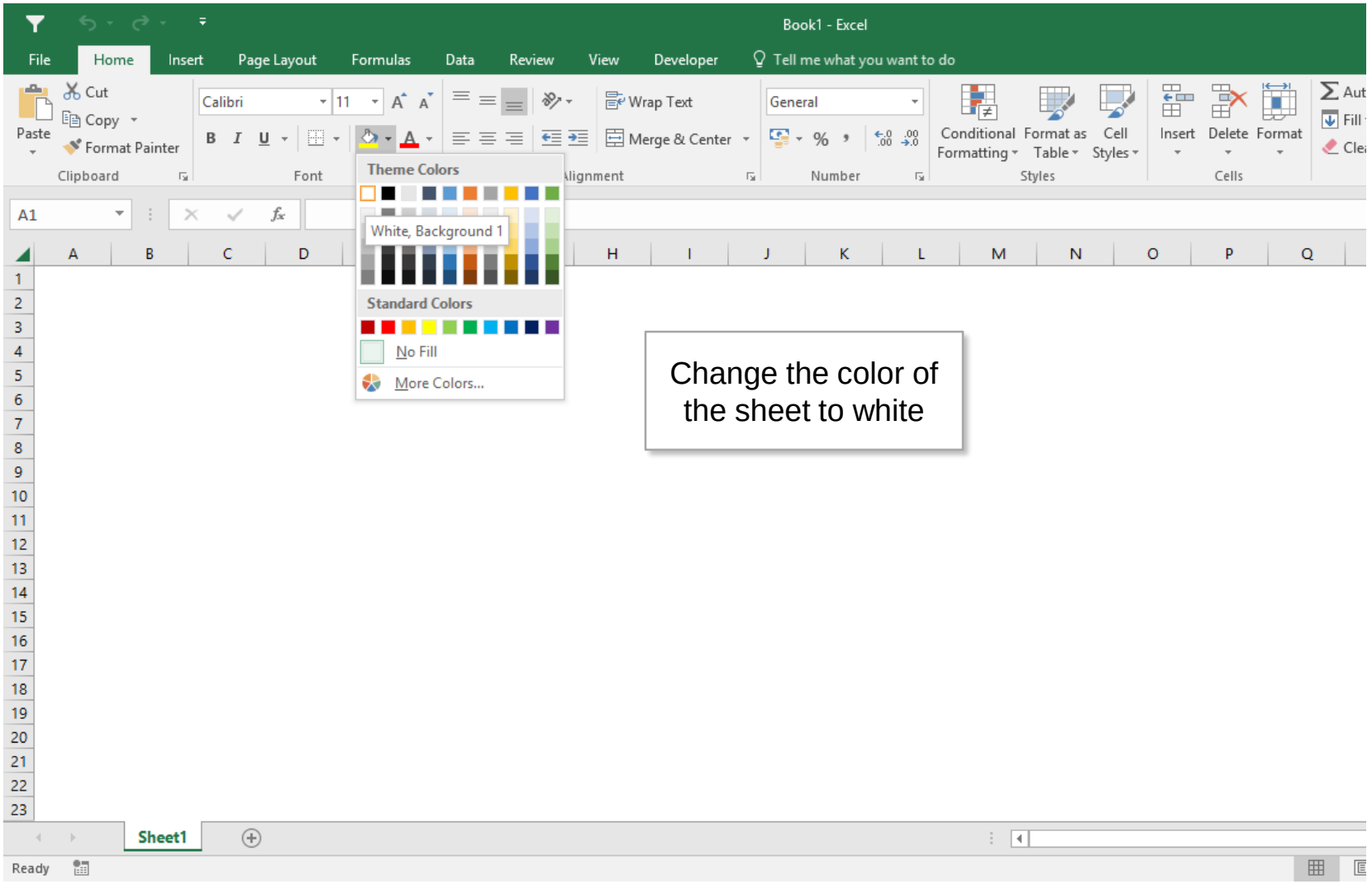
# Formatting a worksheet



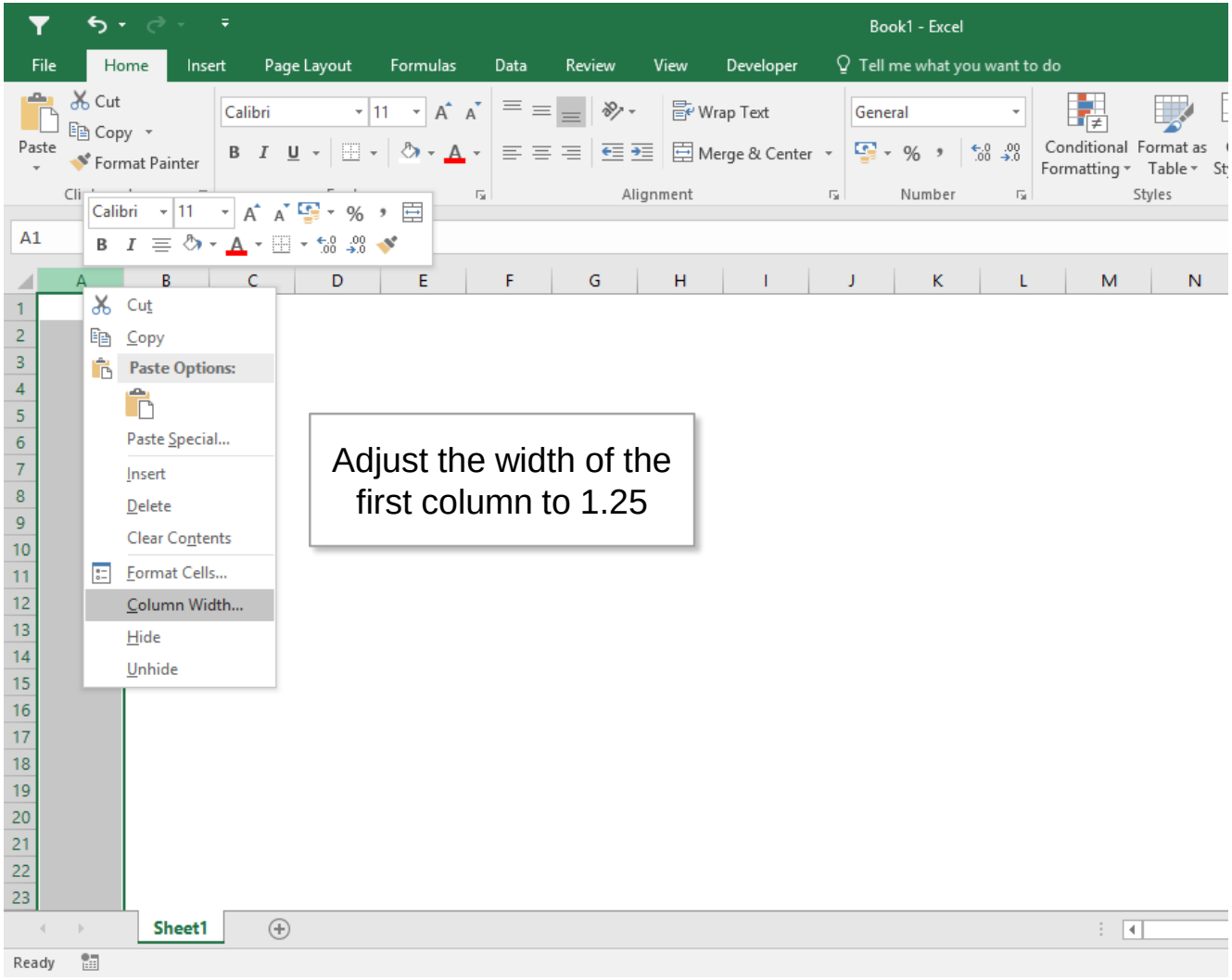
# Formatting a worksheet



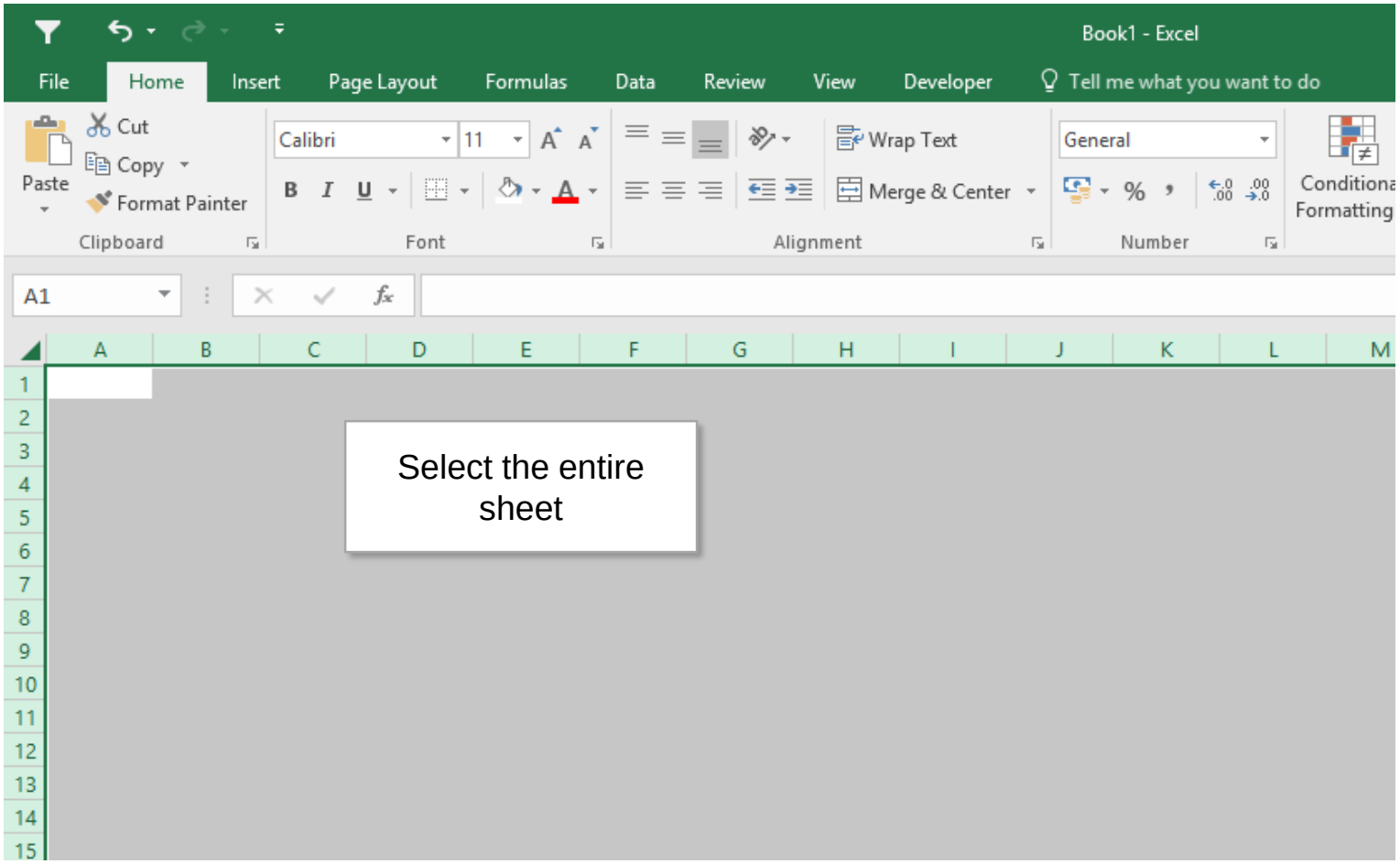
# Formatting a worksheet



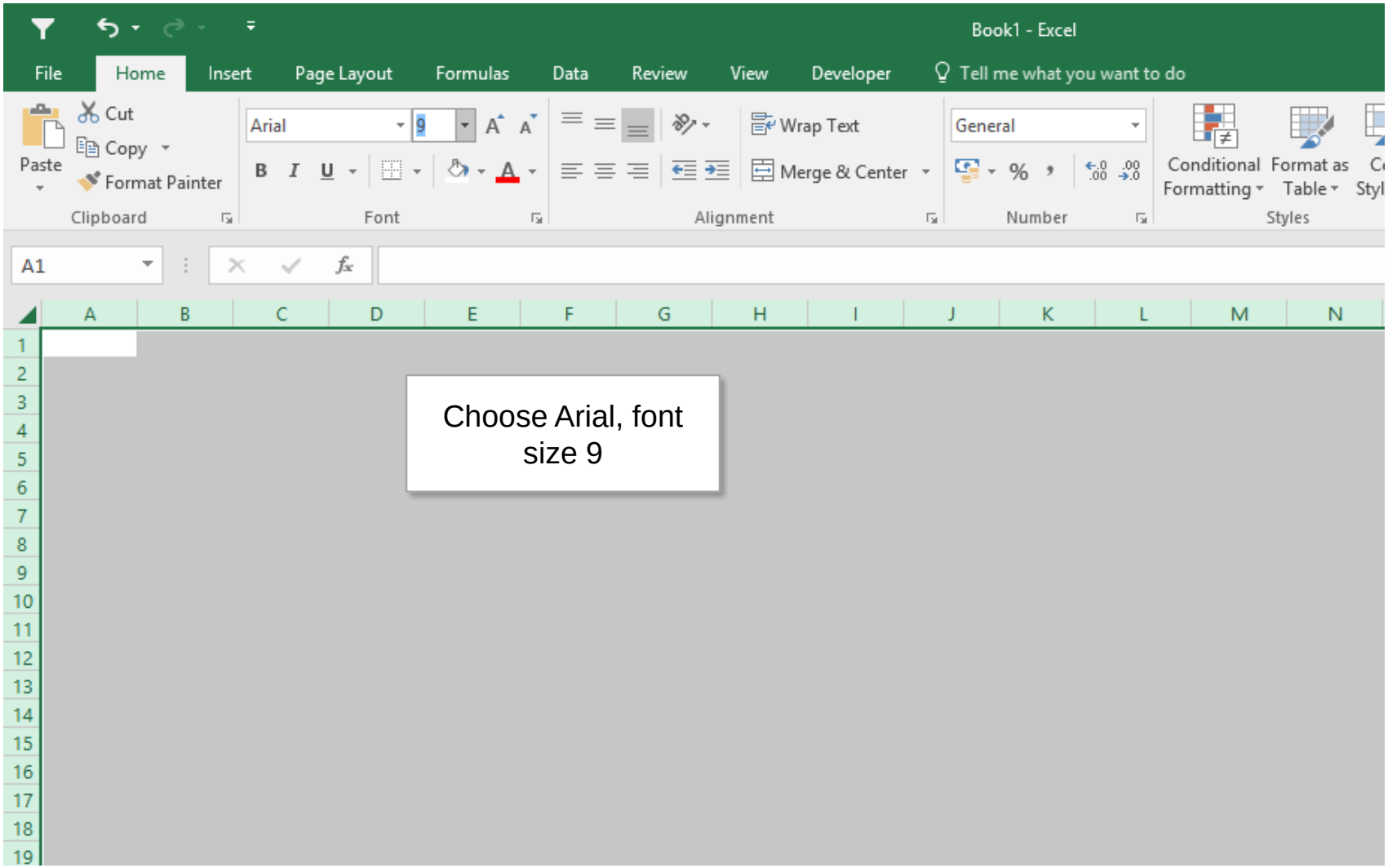
# Formatting a worksheet



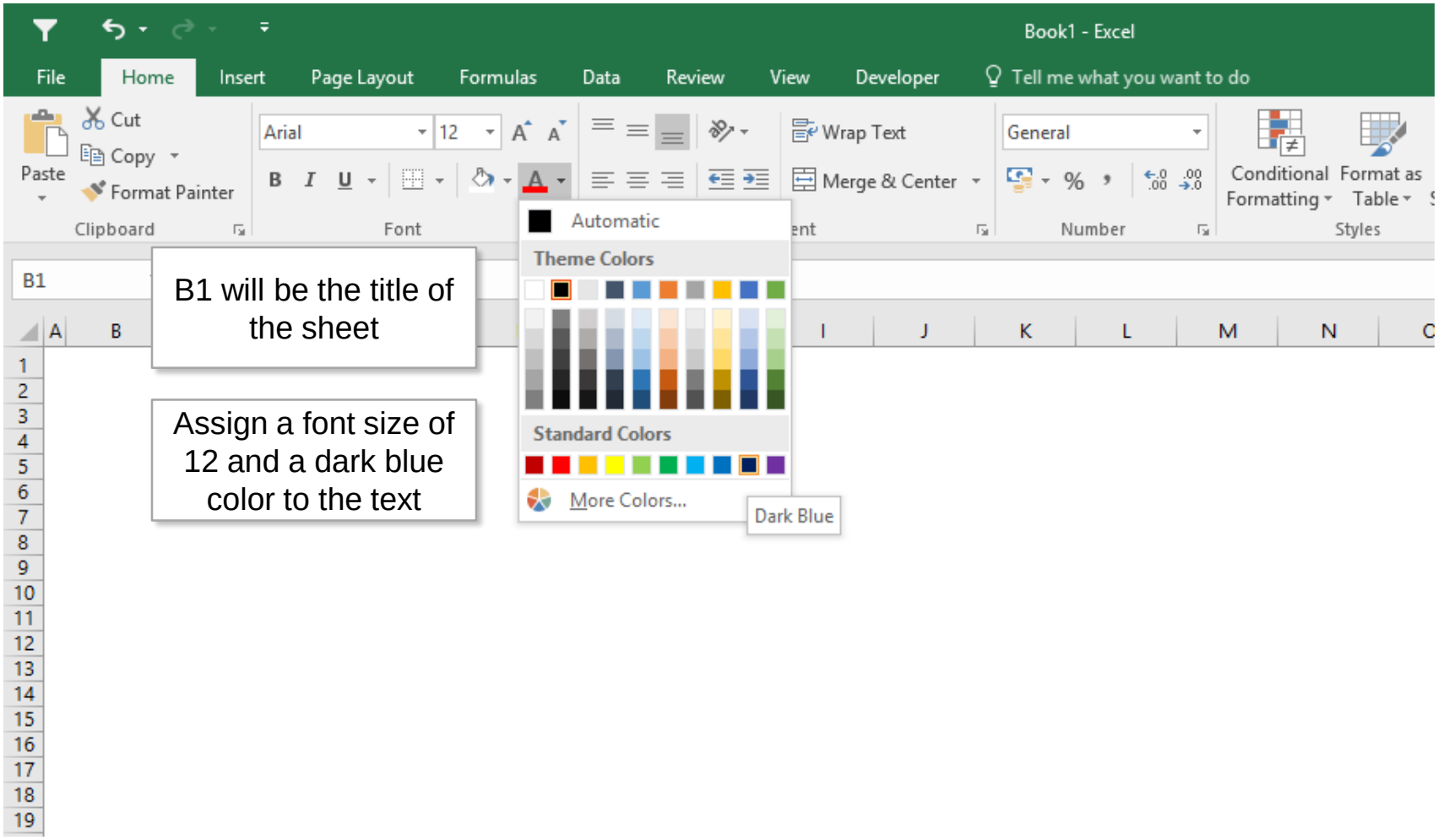
# Formatting a worksheet



# Formatting a worksheet



# Formatting a worksheet

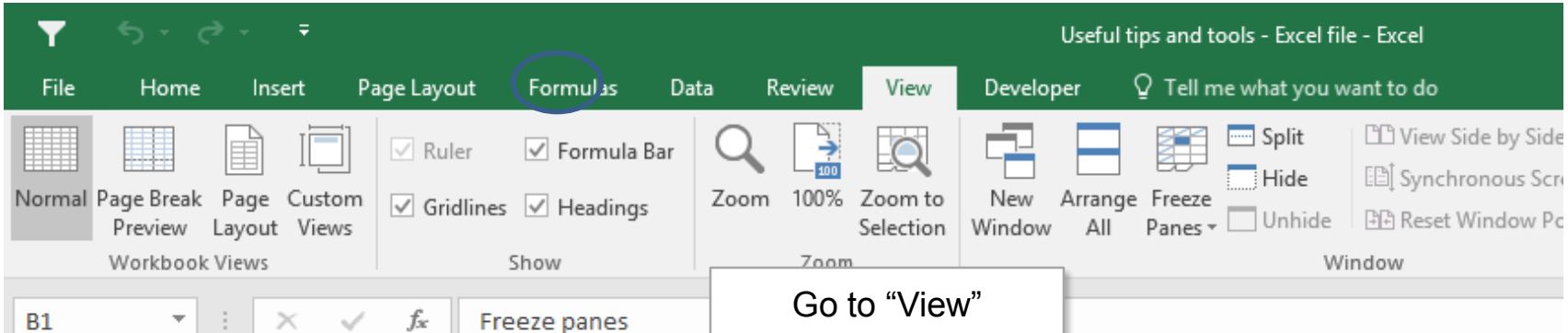


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# Freeze Panes

# Freeze panes

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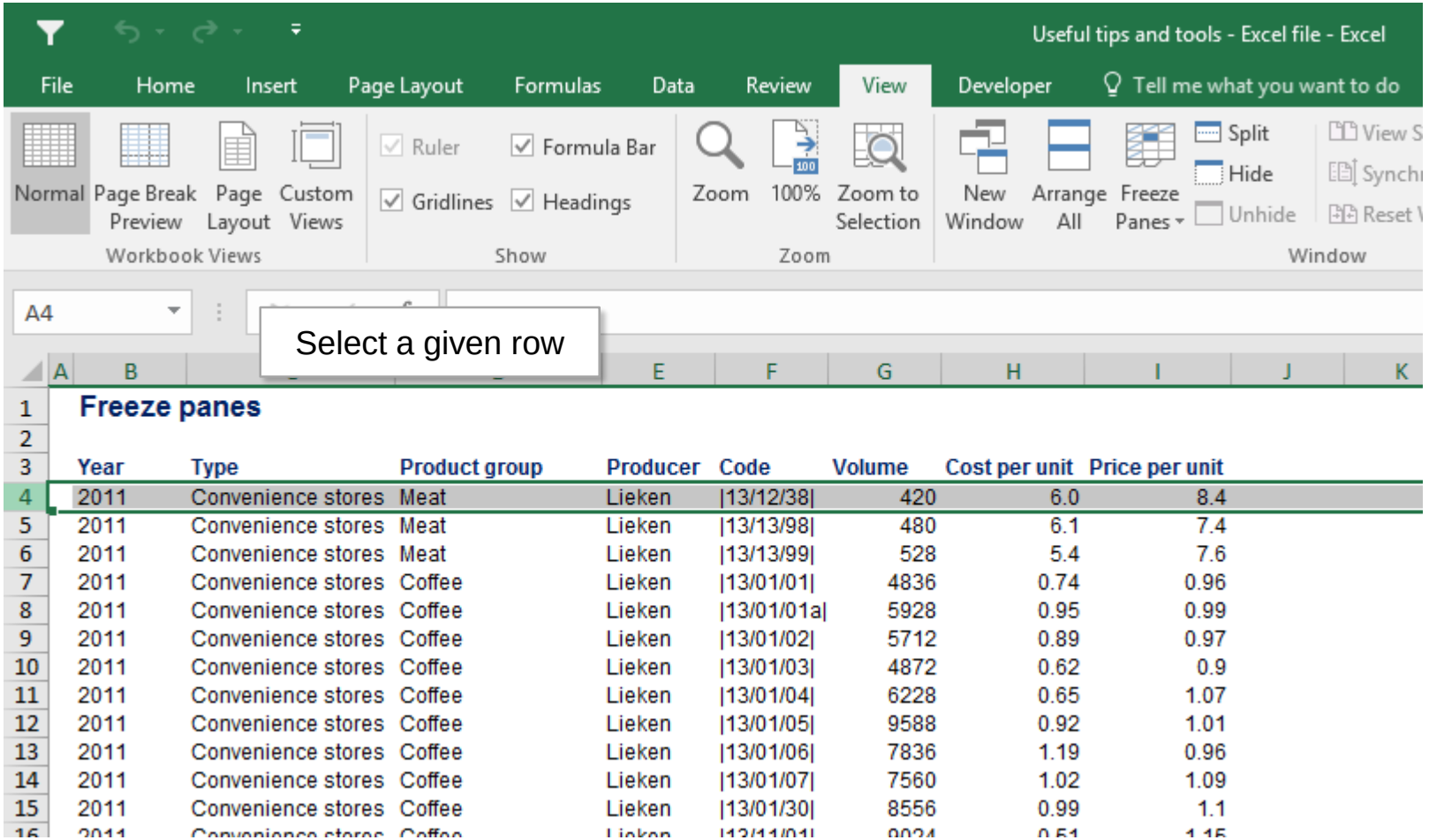



**Freeze panes**

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |

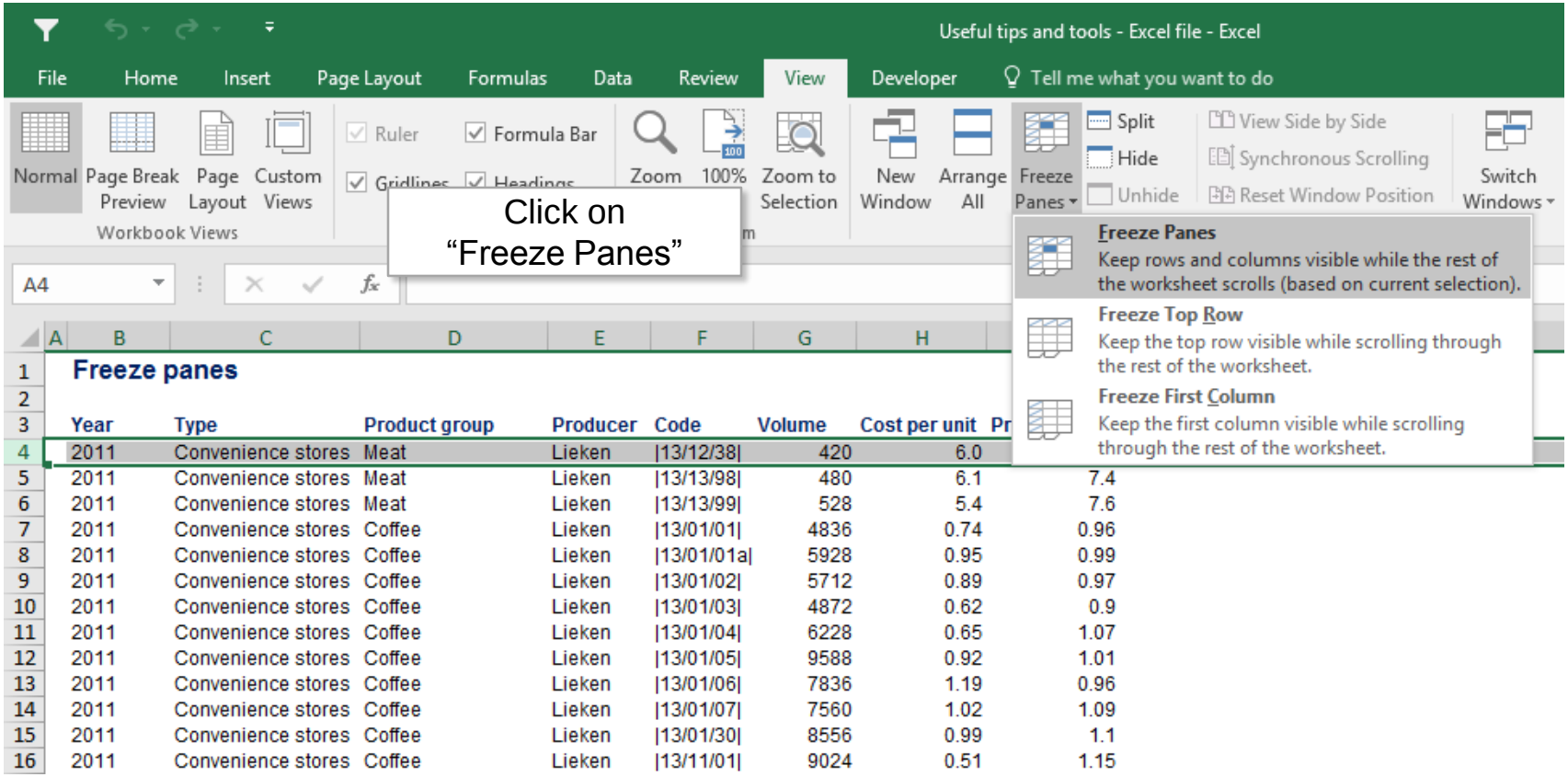
# Freeze panes

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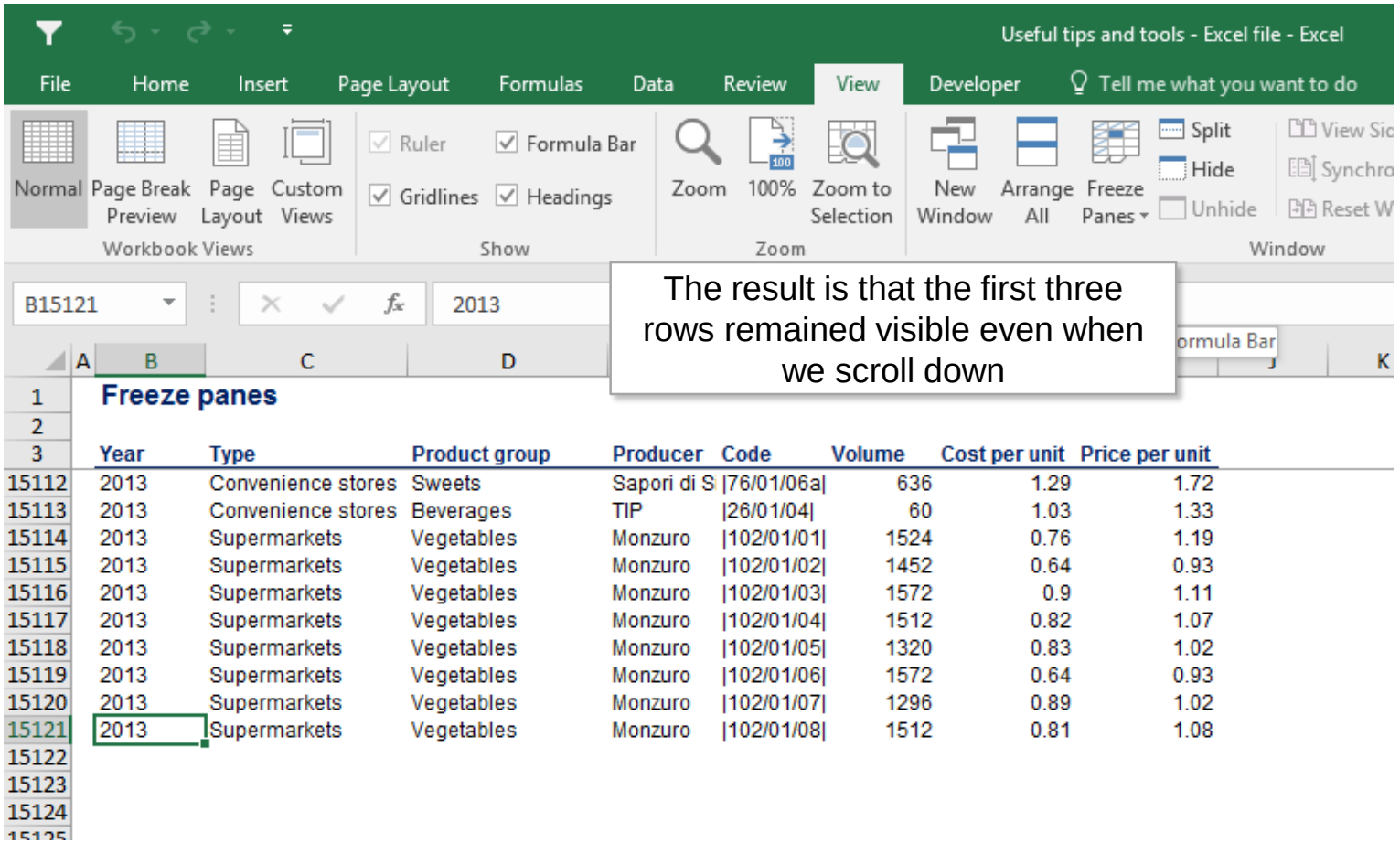

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Freeze panes** | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit | | |
| 4 | | 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 | | |
| 5 | | 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 | | |
| 6 | | 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 | | |
| 7 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 | | |
| 8 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 | | |
| 9 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | 5712 | 0.89 | 0.97 | | |
| 10 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | 4872 | 0.62 | 0.9 | | |
| 11 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | 6228 | 0.65 | 1.07 | | |
| 12 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | 9588 | 0.92 | 1.01 | | |
| 13 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 | | |
| 14 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 | | |
| 15 | | 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 | | |

# Freeze panes



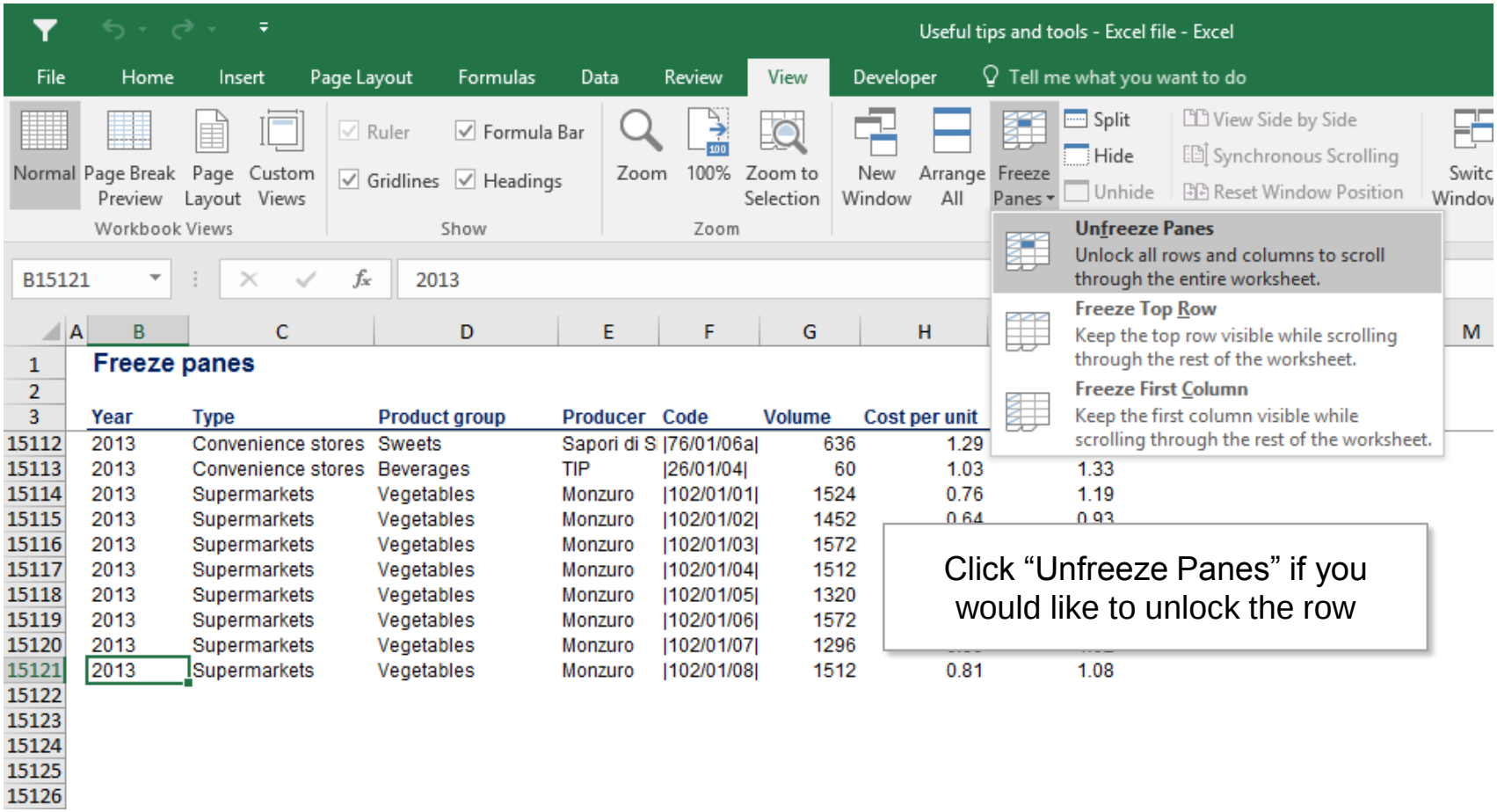

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Pr |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | 13/12/38 | 420 | 6.0 | |
| 2011 | Convenience stores | Meat | Lieken | 13/13/98 | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | 13/13/99 | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/01 | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/01a | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/02 | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/03 | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/04 | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/05 | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/06 | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/07 | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | 13/01/30 | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | 13/11/01 | 9024 | 0.51 | 1.15 |

# Freeze panes

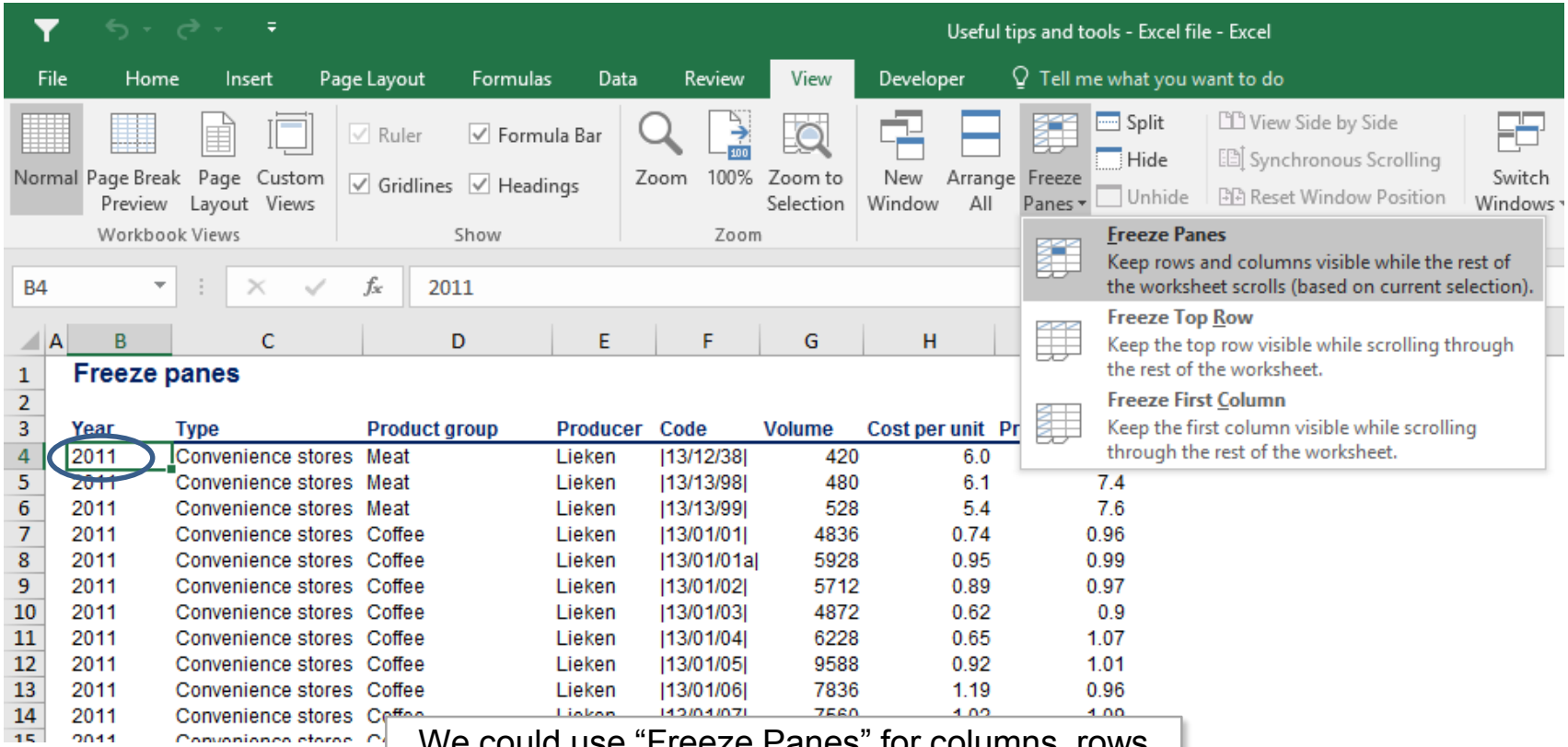



| | Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|---|
| 15112 | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/06a\| | 636 | 1.29 | 1.72 |
| 15113 | 2013 | Convenience stores | Beverages | TIP | \|26/01/04\| | 60 | 1.03 | 1.33 |
| 15114 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/01\| | 1524 | 0.76 | 1.19 |
| 15115 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/02\| | 1452 | 0.64 | 0.93 |
| 15116 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/03\| | 1572 | 0.9 | 1.11 |
| 15117 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/04\| | 1512 | 0.82 | 1.07 |
| 15118 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/05\| | 1320 | 0.83 | 1.02 |
| 15119 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/06\| | 1572 | 0.64 | 0.93 |
| 15120 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/07\| | 1296 | 0.89 | 1.02 |
| 15121 | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/08\| | 1512 | 0.81 | 1.08 |

# Freeze panes

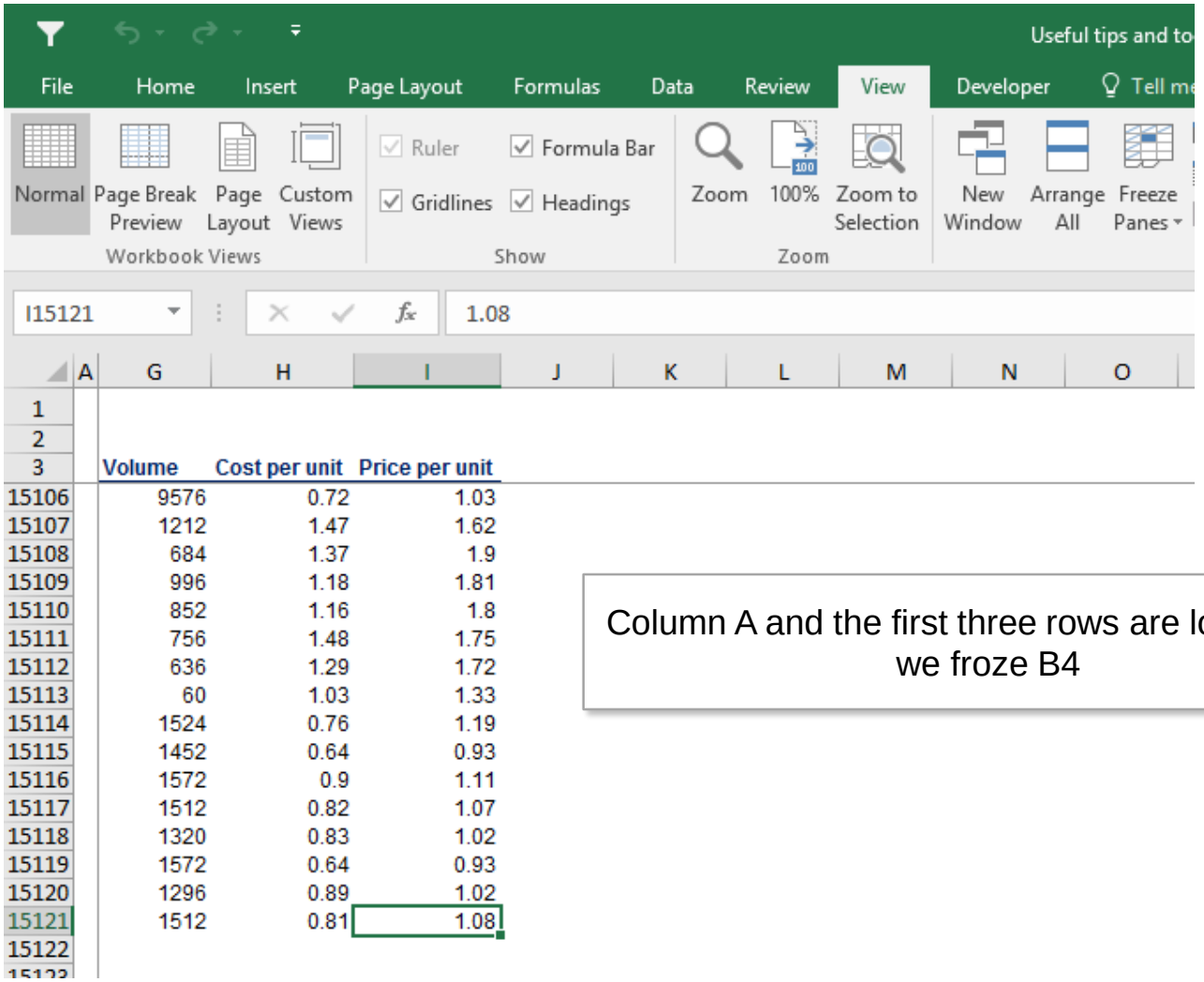


# Freeze panes




We could use “Freeze Panes” for columns, rows or single cells. In this example we will freeze everything above B4 and everything to its left side

# Freeze panes



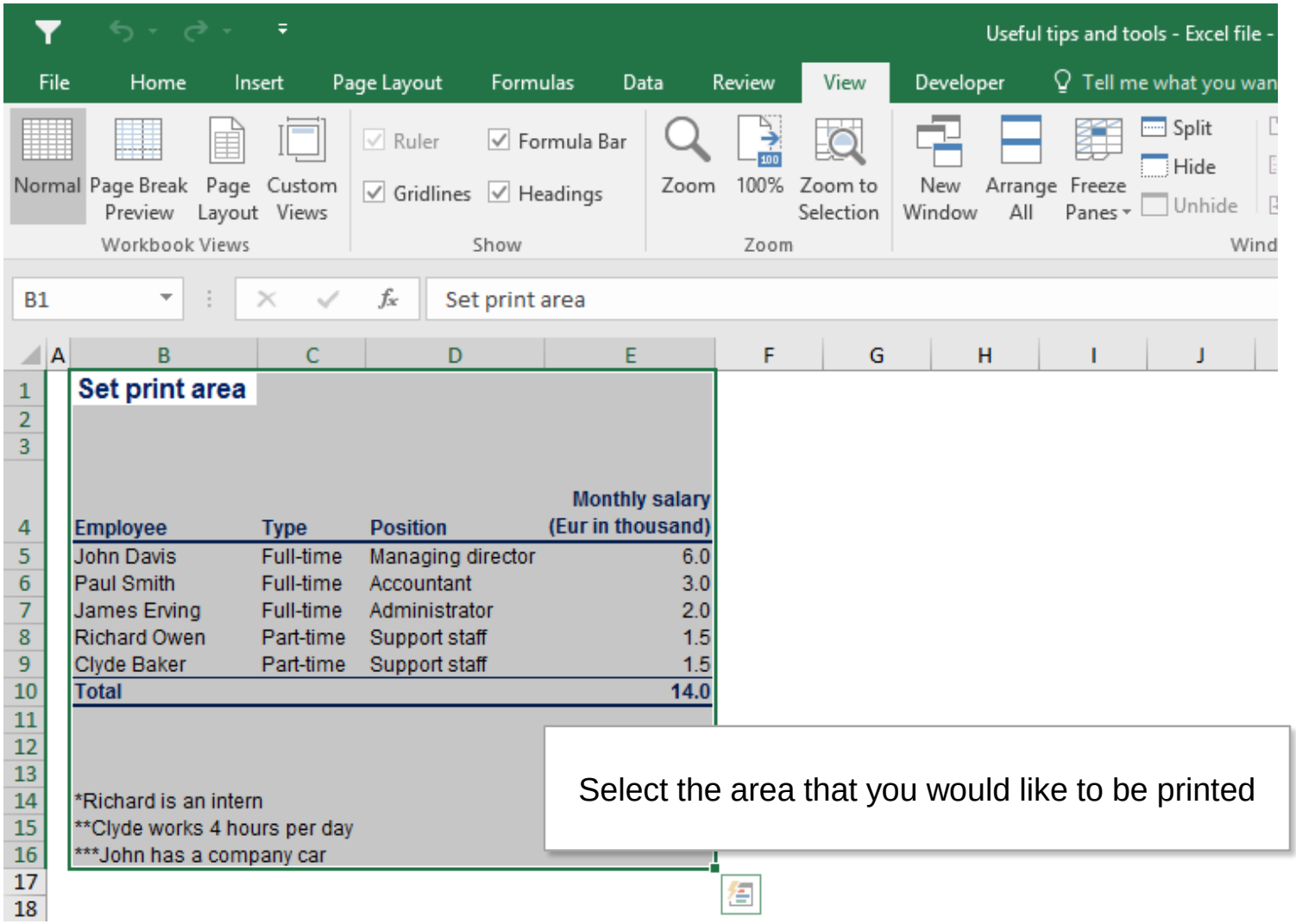

| | A | G | H | I | J | K | L | M | N | O |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | Volume | Cost per unit | Price per unit | | | | | | |
| 15106 | | 9576 | 0.72 | 1.03 | | | | | | |
| 15107 | | 1212 | 1.47 | 1.62 | | | | | | |
| 15108 | | 684 | 1.37 | 1.9 | | | | | | |
| 15109 | | 996 | 1.18 | 1.81 | | | | | | |
| 15110 | | 852 | 1.16 | 1.8 | | | | | | |
| 15111 | | 756 | 1.48 | 1.75 | | | | | | |
| 15112 | | 636 | 1.29 | 1.72 | | | | | | |
| 15113 | | 60 | 1.03 | 1.33 | | | | | | |
| 15114 | | 1524 | 0.76 | 1.19 | | | | | | |
| 15115 | | 1452 | 0.64 | 0.93 | | | | | | |
| 15116 | | 1572 | 0.9 | 1.11 | | | | | | |
| 15117 | | 1512 | 0.82 | 1.07 | | | | | | |
| 15118 | | 1320 | 0.83 | 1.02 | | | | | | |
| 15119 | | 1572 | 0.64 | 0.93 | | | | | | |
| 15120 | | 1296 | 0.89 | 1.02 | | | | | | |
| 15121 | | 1512 | 0.81 | 1.08 | | | | | | |
| 15122 | | | | | | | | | | |

Column A and the first three rows are locked after we froze B4

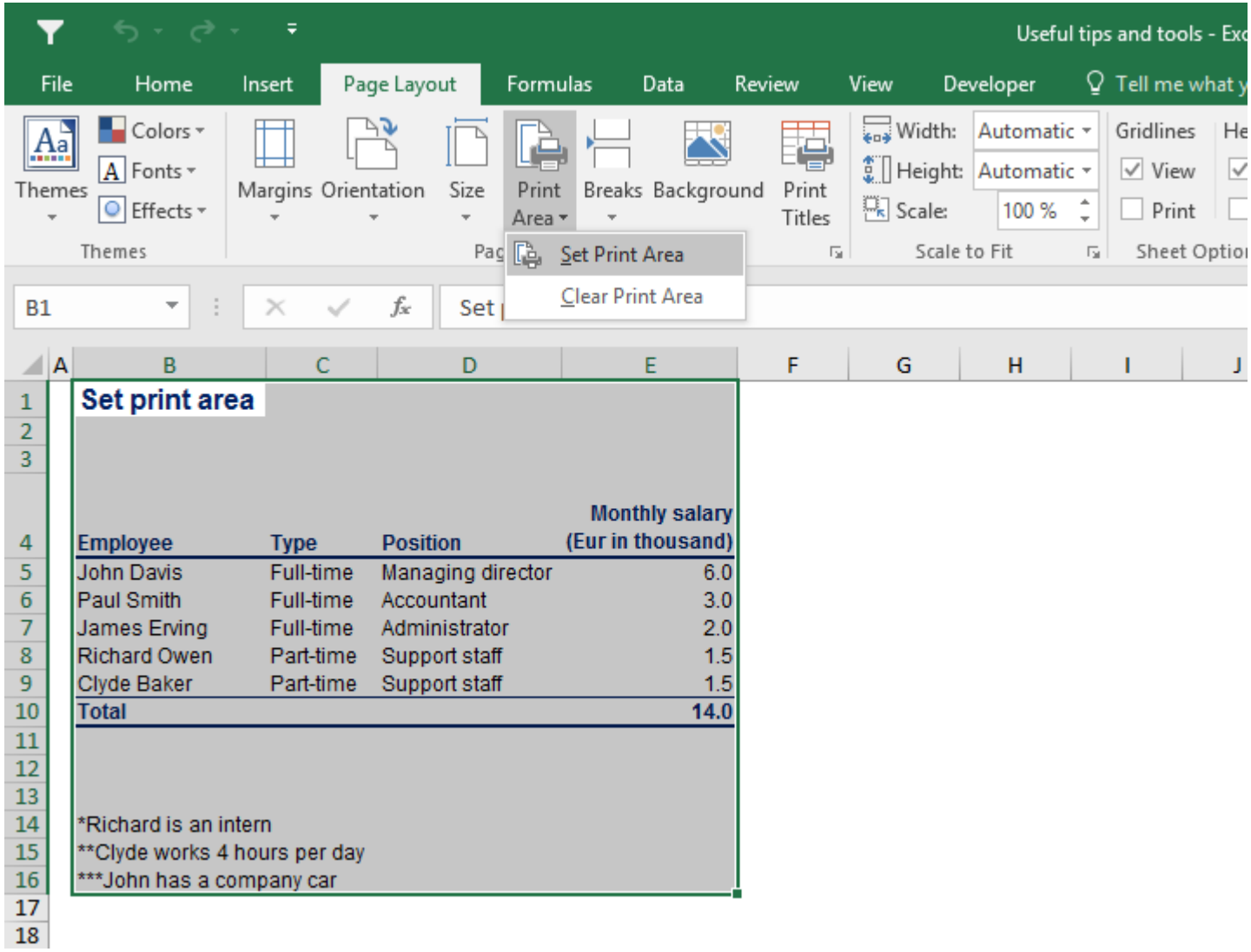
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# Set Print Area

# Set print area



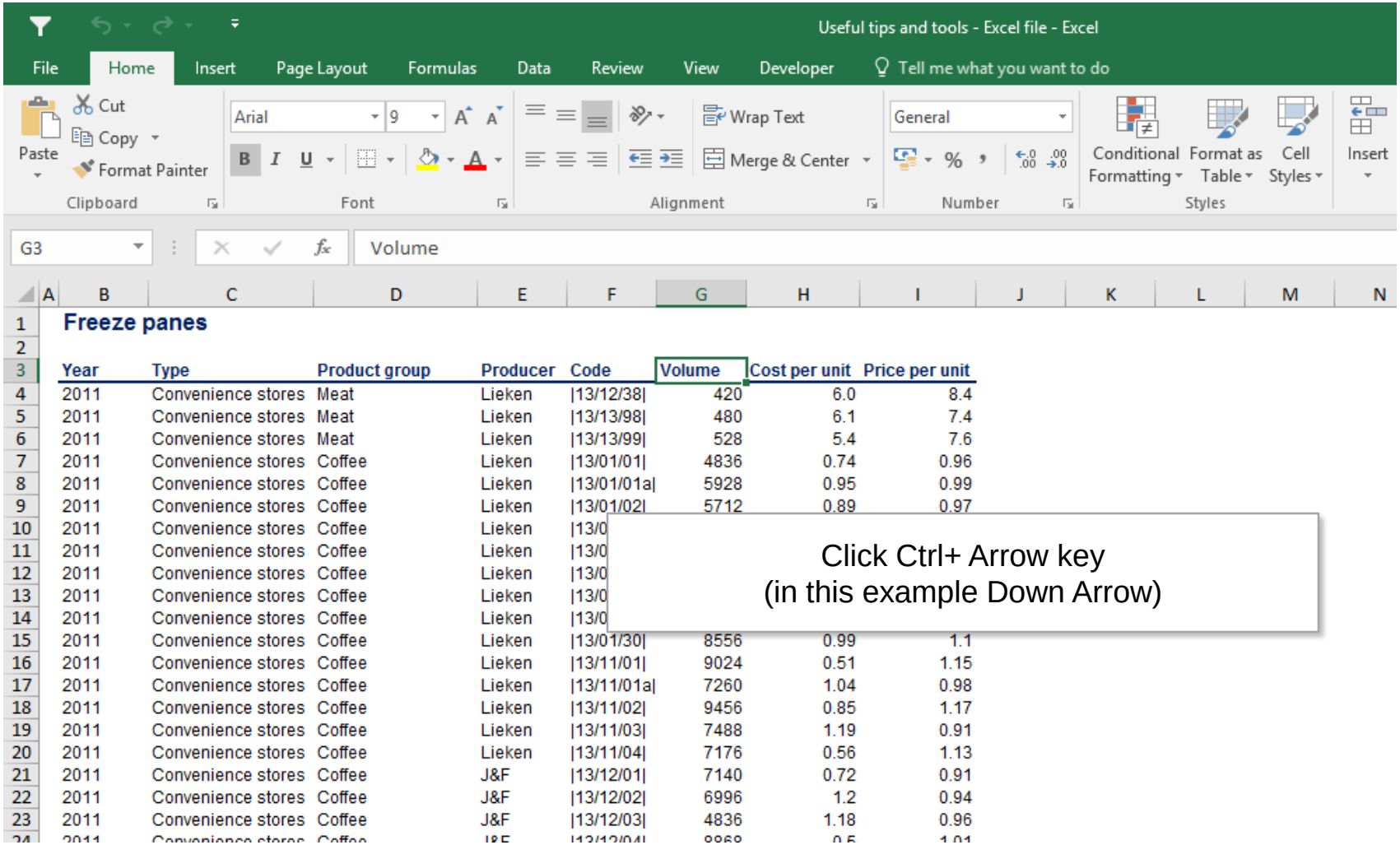
# Set print area



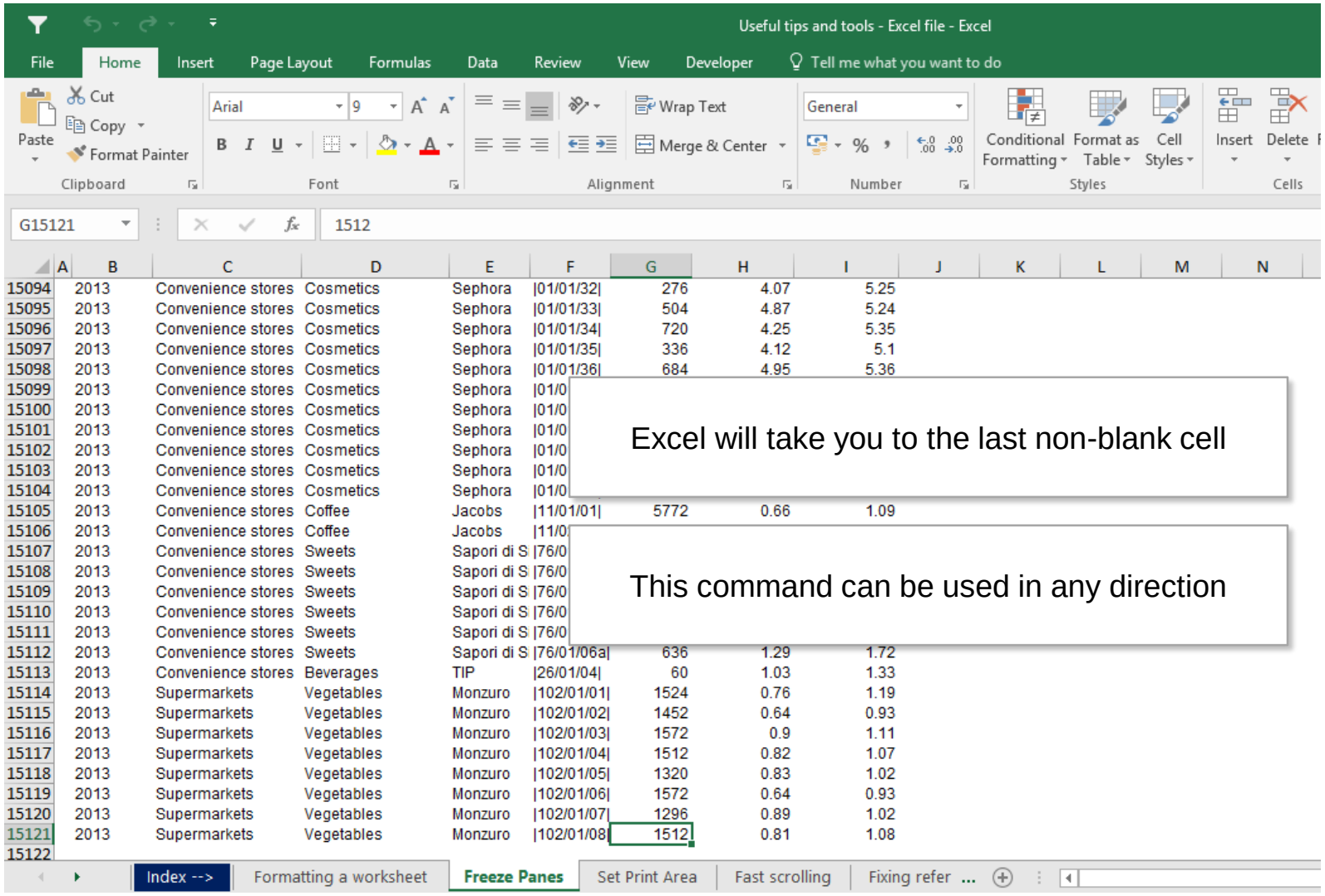
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# Fast Scrolling

# Fast scrolling



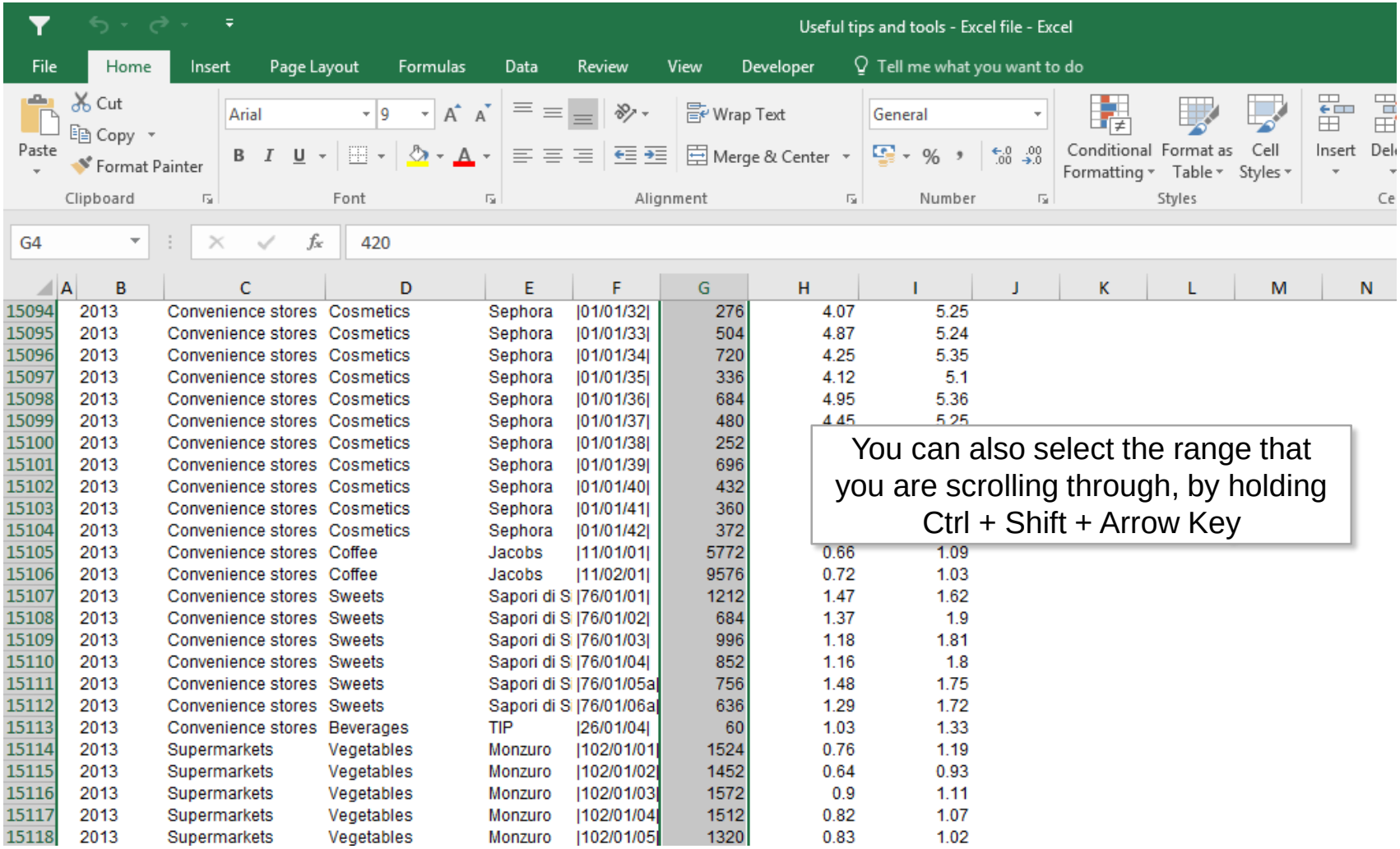
# Fast scrolling




| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 15094 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/32 | 276 | 4.07 | 5.25 |
| 15095 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/33 | 504 | 4.87 | 5.24 |
| 15096 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/34 | 720 | 4.25 | 5.35 |
| 15097 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/35 | 336 | 4.12 | 5.1 |
| 15098 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/01/36 | 684 | 4.95 | 5.36 |
| 15099 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15100 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15101 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15102 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15103 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15104 | | 2013 | Convenience stores | Cosmetics | Sephora | 01/0 | | | |
| 15105 | | 2013 | Convenience stores | Coffee | Jacobs | 11/01/01 | 5772 | 0.66 | 1.09 |
| 15106 | | 2013 | Convenience stores | Coffee | Jacobs | 11/0 | | | |
| 15107 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15108 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15109 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15110 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15111 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/0 | | | |
| 15112 | | 2013 | Convenience stores | Sweets | Sapori di S | 76/01/06a | 636 | 1.29 | 1.72 |
| 15113 | | 2013 | Convenience stores | Beverages | TIP | 26/01/04 | 60 | 1.03 | 1.33 |
| 15114 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/01 | 1524 | 0.76 | 1.19 |
| 15115 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/02 | 1452 | 0.64 | 0.93 |
| 15116 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/03 | 1572 | 0.9 | 1.11 |
| 15117 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/04 | 1512 | 0.82 | 1.07 |
| 15118 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/05 | 1320 | 0.83 | 1.02 |
| 15119 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/06 | 1572 | 0.64 | 0.93 |
| 15120 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/07 | 1296 | 0.89 | 1.02 |
| 15121 | | 2013 | Supermarkets | Vegetables | Monzuro | 102/01/08 | 1512 | 0.81 | 1.08 |
| 15122 | | | | | | | | | |

# Fast scrolling

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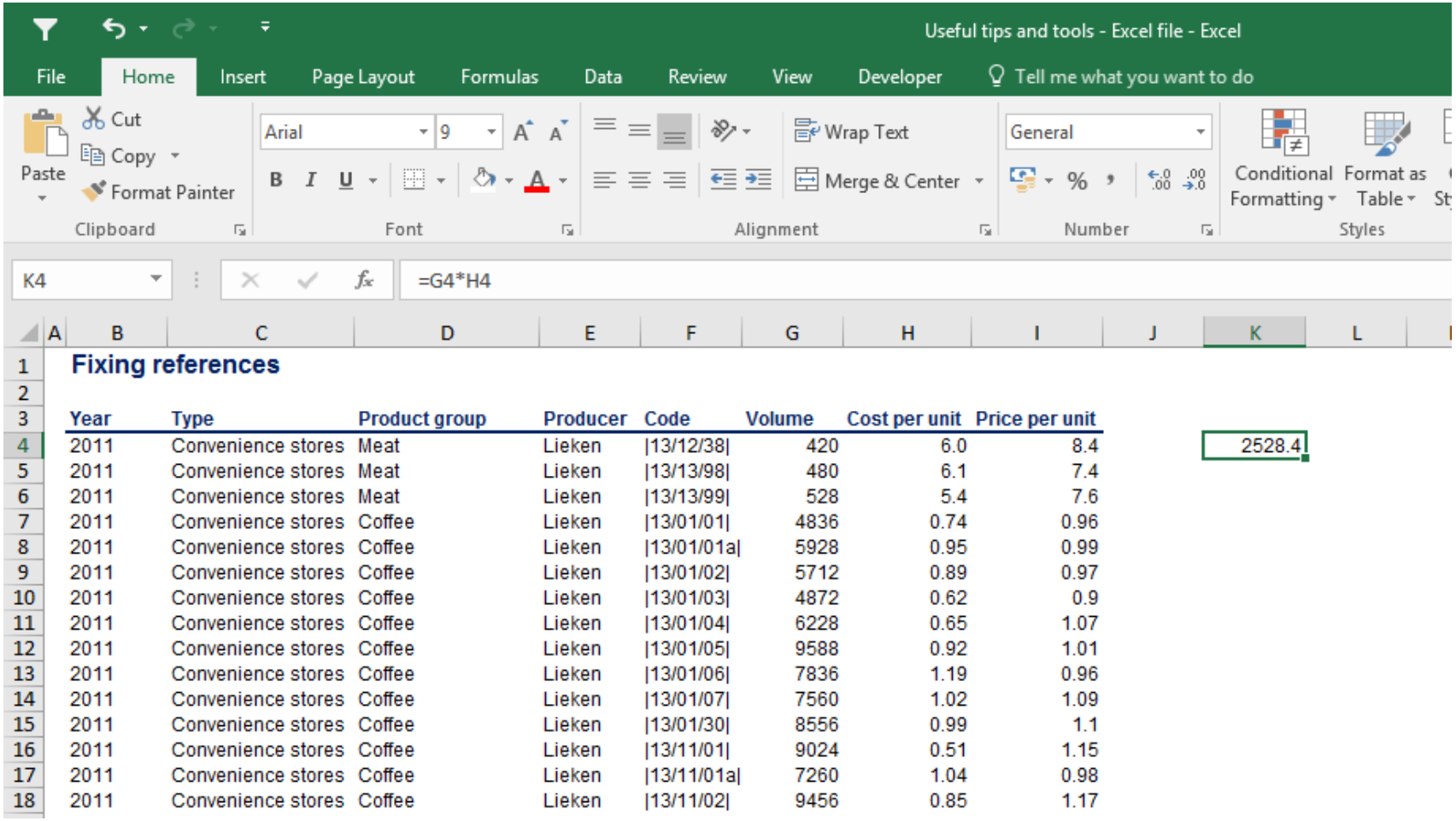

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 15094 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/32\| | 276 | 4.07 | 5.25 | | | | | |
| 15095 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/33\| | 504 | 4.87 | 5.24 | | | | | |
| 15096 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/34\| | 720 | 4.25 | 5.35 | | | | | |
| 15097 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/35\| | 336 | 4.12 | 5.1 | | | | | |
| 15098 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/36\| | 684 | 4.95 | 5.36 | | | | | |
| 15099 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/37\| | 480 | 4.45 | 5.25 | | | | | |
| 15100 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/38\| | 252 | | | | | | | |
| 15101 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/39\| | 696 | | | | | | | |
| 15102 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/40\| | 432 | | | | | | | |
| 15103 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/41\| | 360 | | | | | | | |
| 15104 | | 2013 | Convenience stores | Cosmetics | Sephora | \|01/01/42\| | 372 | | | | | | | |
| 15105 | | 2013 | Convenience stores | Coffee | Jacobs | \|11/01/01\| | 5772 | 0.66 | 1.09 | | | | | |
| 15106 | | 2013 | Convenience stores | Coffee | Jacobs | \|11/02/01\| | 9576 | 0.72 | 1.03 | | | | | |
| 15107 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/01\| | 1212 | 1.47 | 1.62 | | | | | |
| 15108 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/02\| | 684 | 1.37 | 1.9 | | | | | |
| 15109 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/03\| | 996 | 1.18 | 1.81 | | | | | |
| 15110 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/04\| | 852 | 1.16 | 1.8 | | | | | |
| 15111 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/05a\| | 756 | 1.48 | 1.75 | | | | | |
| 15112 | | 2013 | Convenience stores | Sweets | Sapori di S | \|76/01/06a\| | 636 | 1.29 | 1.72 | | | | | |
| 15113 | | 2013 | Convenience stores | Beverages | TIP | \|26/01/04\| | 60 | 1.03 | 1.33 | | | | | |
| 15114 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/01\| | 1524 | 0.76 | 1.19 | | | | | |
| 15115 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/02\| | 1452 | 0.64 | 0.93 | | | | | |
| 15116 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/03\| | 1572 | 0.9 | 1.11 | | | | | |
| 15117 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/04\| | 1512 | 0.82 | 1.07 | | | | | |
| 15118 | | 2013 | Supermarkets | Vegetables | Monzuro | \|102/01/05\| | 1320 | 0.83 | 1.02 | | | | | |

You can also select the range that you are scrolling through, by holding Ctrl + Shift + Arrow Key

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# Fixing references

# Fixing references



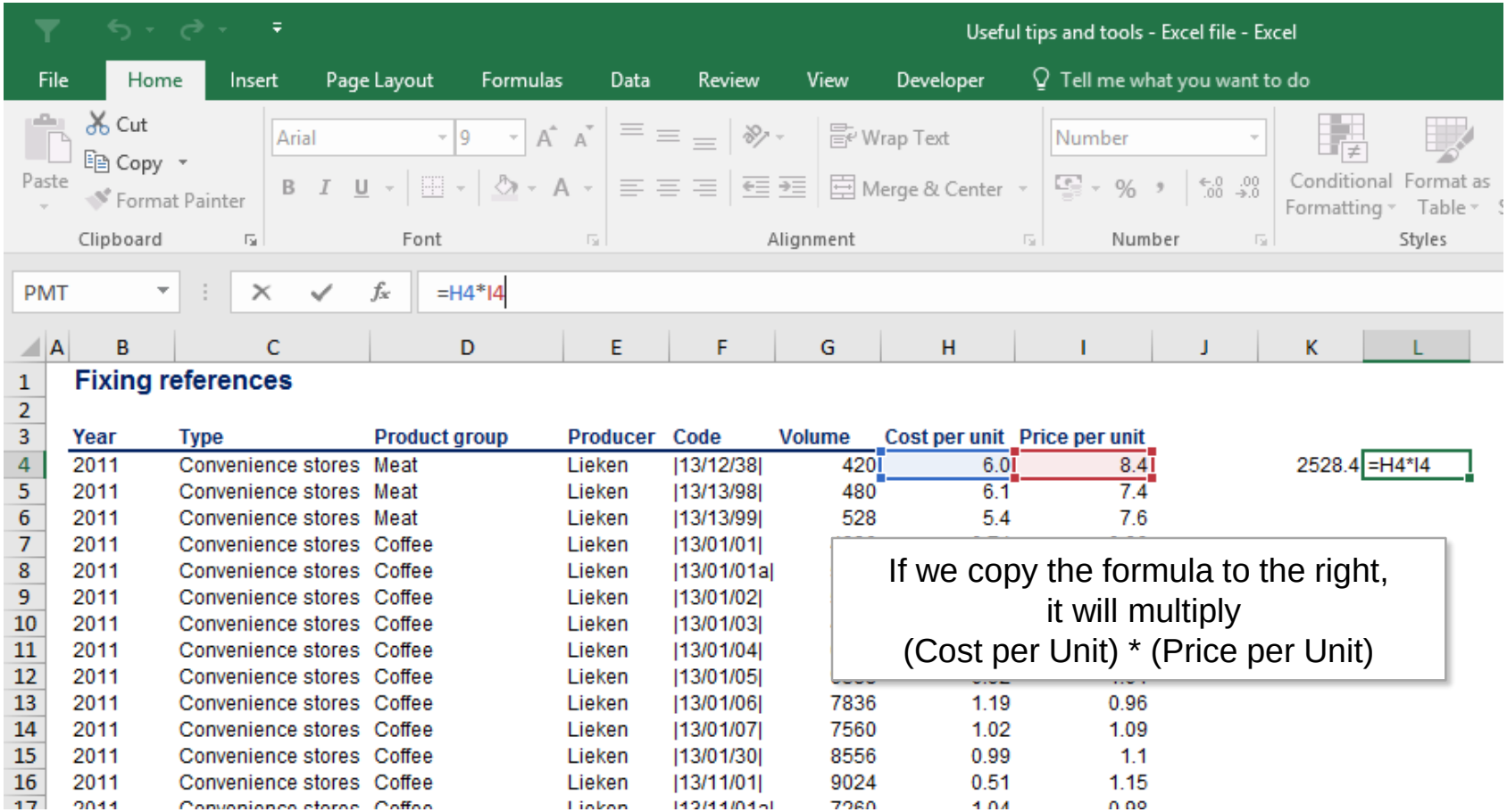

**Fixing references**

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/02\| | 9456 | 0.85 | 1.17 |

2528.4

# Fixing references

365 Careers



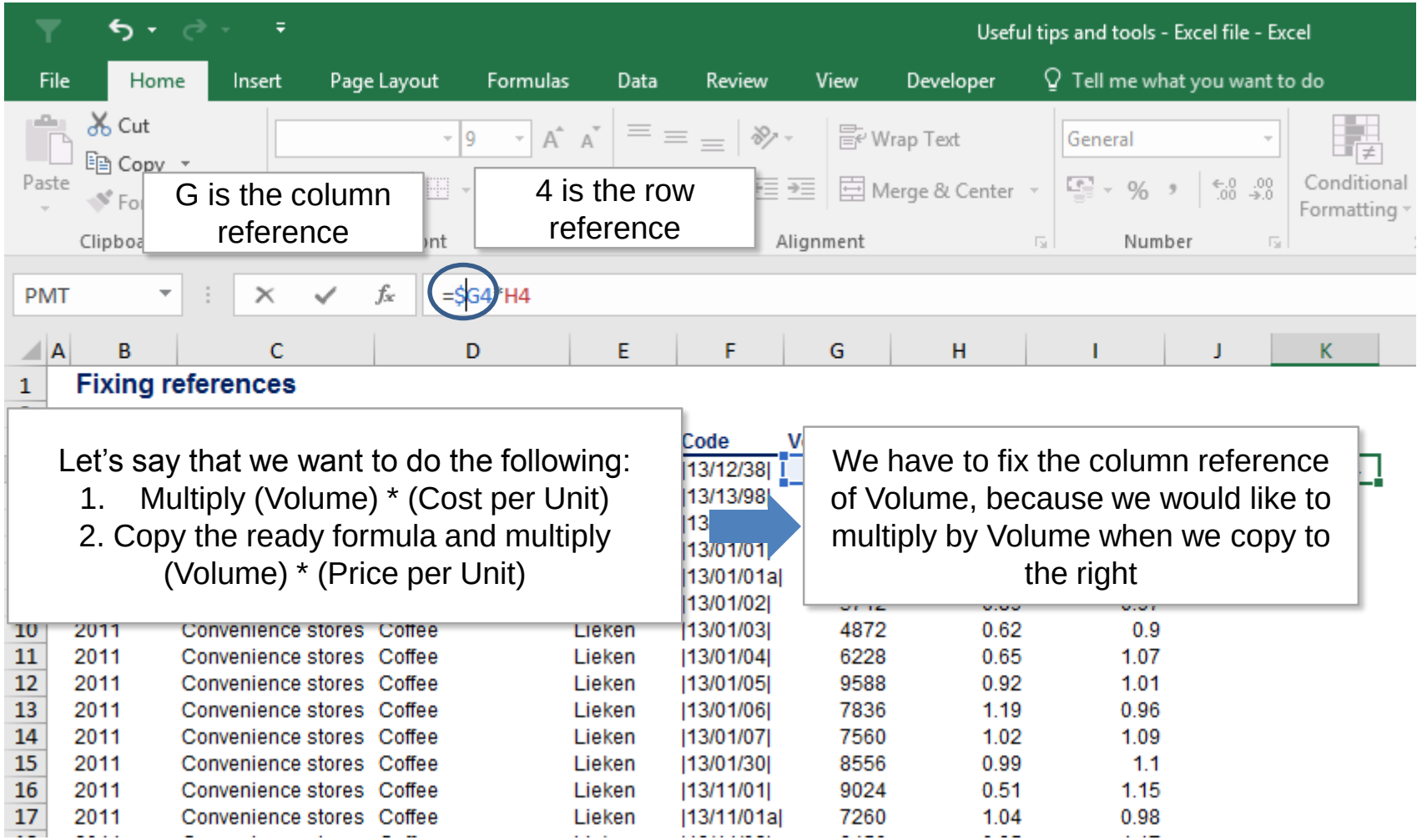

**Fixing references**

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |

2528.4 =H4*I4

If we copy the formula to the right,
it will multiply
(Cost per Unit) * (Price per Unit)

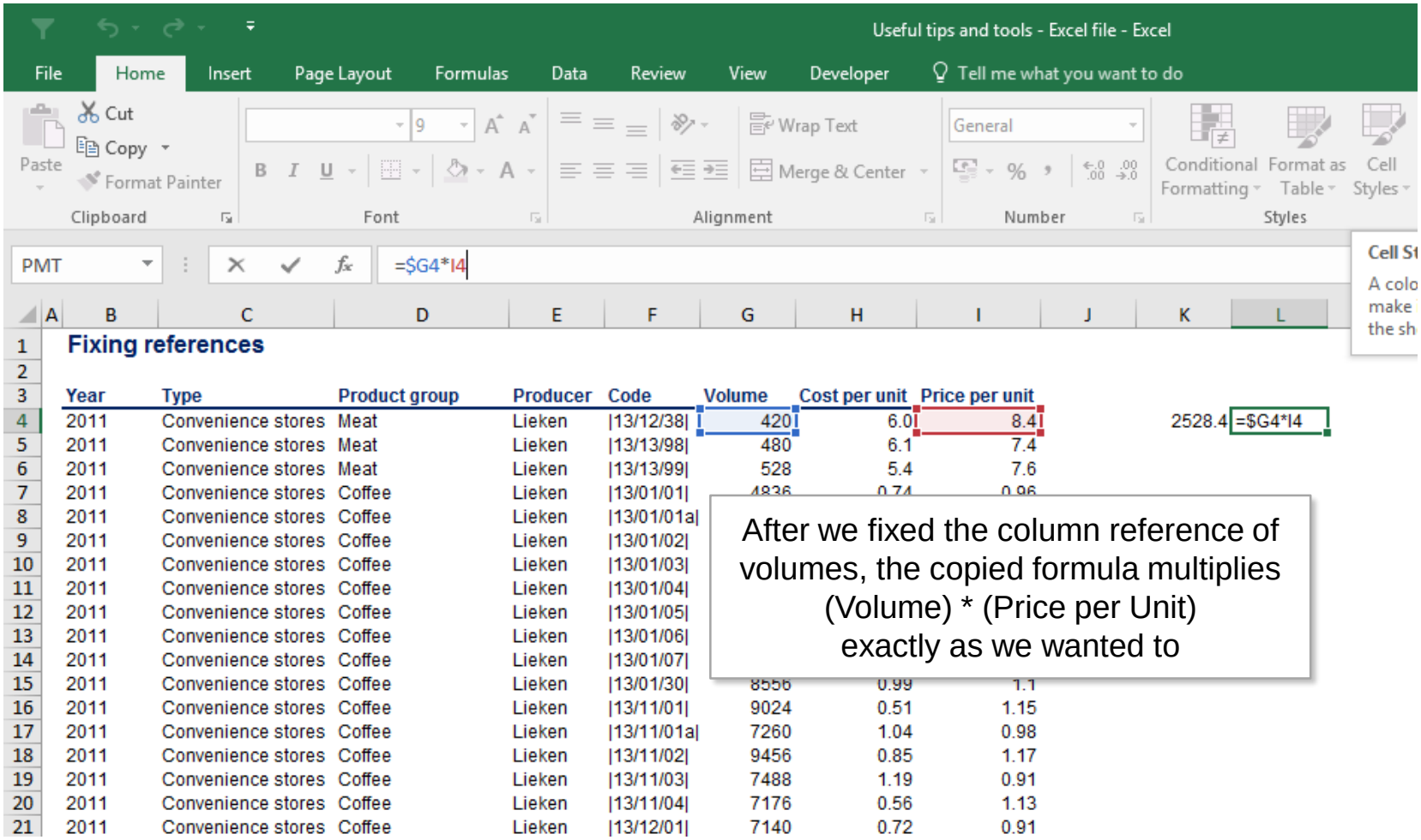
# Fixing references




| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 10 | 2011 | Convenience stores | Coffee | Lieken | 13/01/03 | 4872 | 0.62 | 0.9 |
| 11 | 2011 | Convenience stores | Coffee | Lieken | 13/01/04 | 6228 | 0.65 | 1.07 |
| 12 | 2011 | Convenience stores | Coffee | Lieken | 13/01/05 | 9588 | 0.92 | 1.01 |
| 13 | 2011 | Convenience stores | Coffee | Lieken | 13/01/06 | 7836 | 1.19 | 0.96 |
| 14 | 2011 | Convenience stores | Coffee | Lieken | 13/01/07 | 7560 | 1.02 | 1.09 |
| 15 | 2011 | Convenience stores | Coffee | Lieken | 13/01/30 | 8556 | 0.99 | 1.1 |
| 16 | 2011 | Convenience stores | Coffee | Lieken | 13/11/01 | 9024 | 0.51 | 1.15 |
| 17 | 2011 | Convenience stores | Coffee | Lieken | 13/11/01a | 7260 | 1.04 | 0.98 |

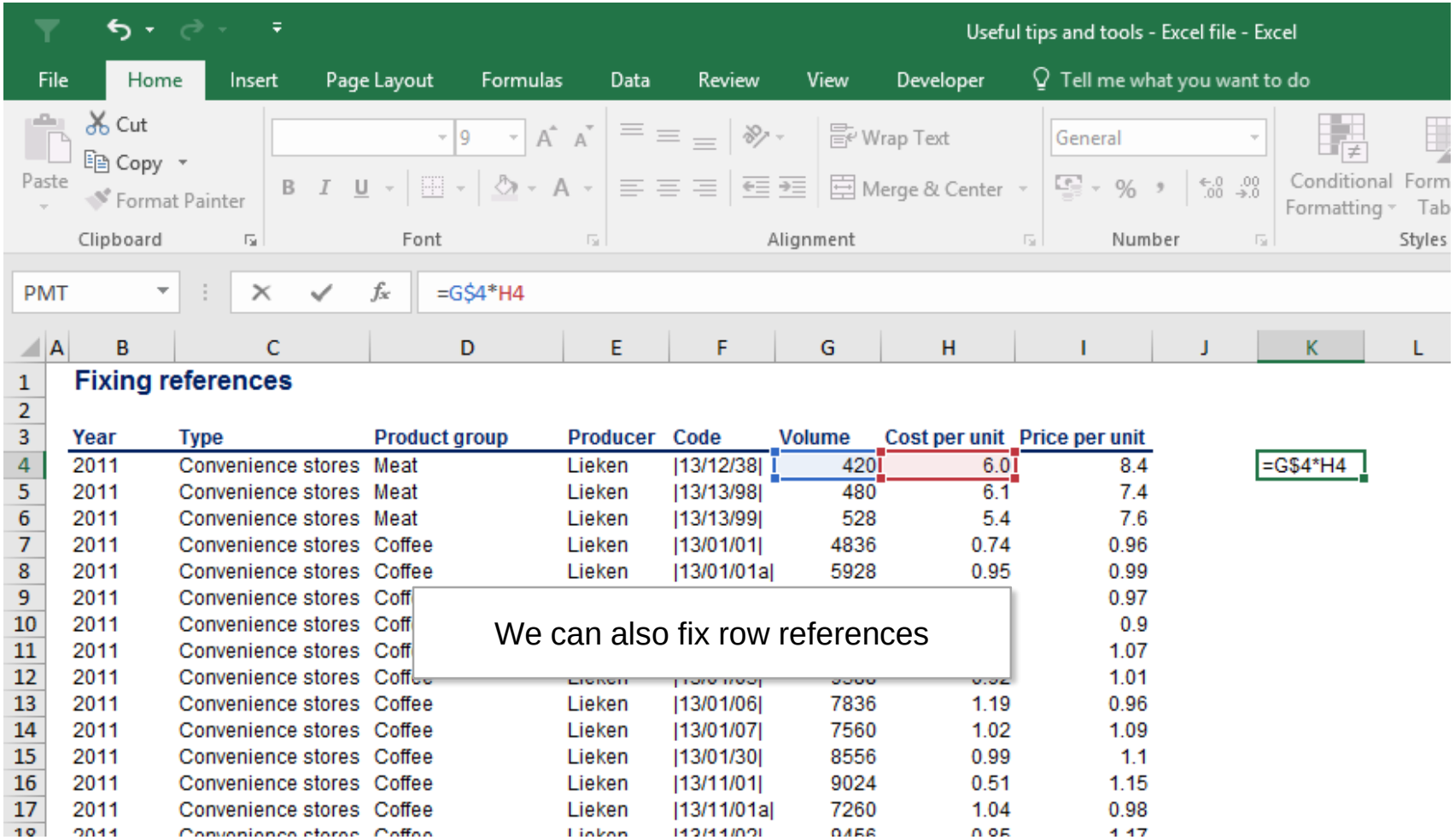
# Fixing references

365 Careers




| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/02\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/03\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/04\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/05\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | | | |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/02\| | 9456 | 0.85 | 1.17 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/03\| | 7488 | 1.19 | 0.91 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/04\| | 7176 | 0.56 | 1.13 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/12/01\| | 7140 | 0.72 | 0.91 |

# Fixing references



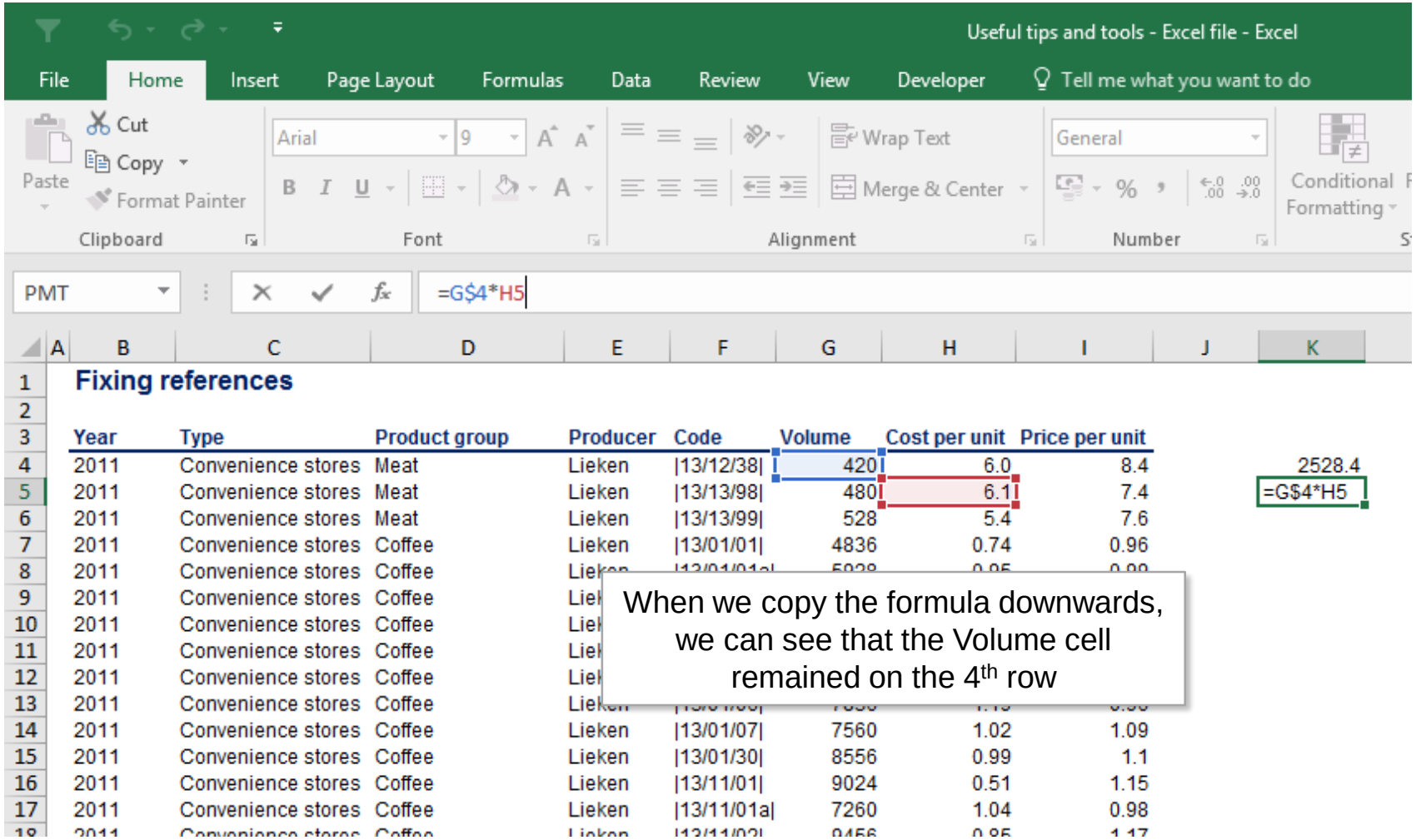

**Fixing references**

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coff | | | | | 0.97 |
| 2011 | Convenience stores | Coff | | | | | 0.9 |
| 2011 | Convenience stores | Coff | | | | | 1.07 |
| 2011 | Convenience stores | Coffe | | | | | 1.01 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |

=G$4*H4

We can also fix row references

# Fixing references




**Fixing references**

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | Lieken | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | Lieken | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01\| | 9024 | 0.51 | 1.15 |
| 2011 | Convenience stores | Coffee | Lieken | \|13/11/01a\| | 7260 | 1.04 | 0.98 |

2528.4

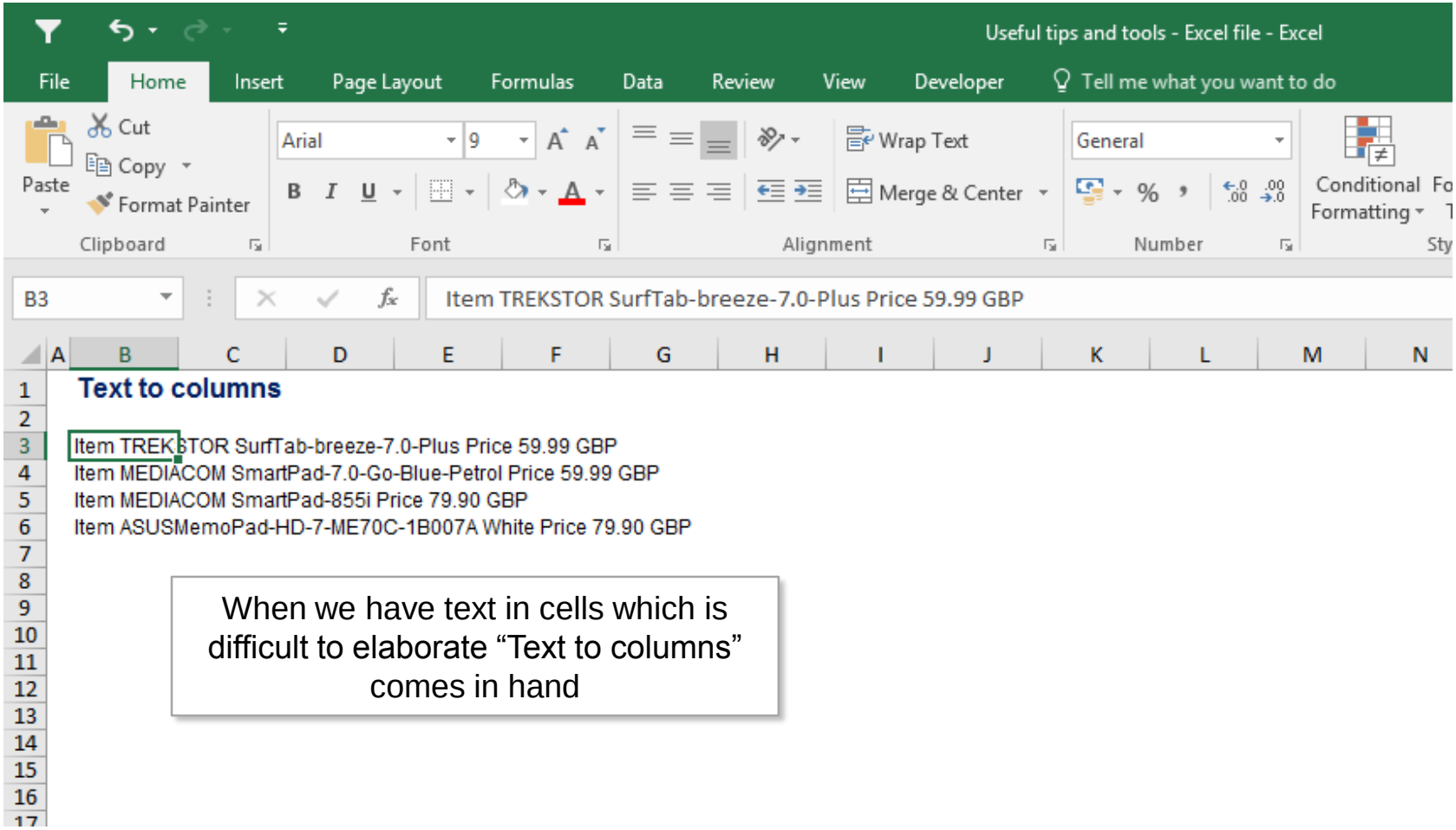
=G$4*H5

When we copy the formula downwards, we can see that the Volume cell remained on the 4th row

365 Careers

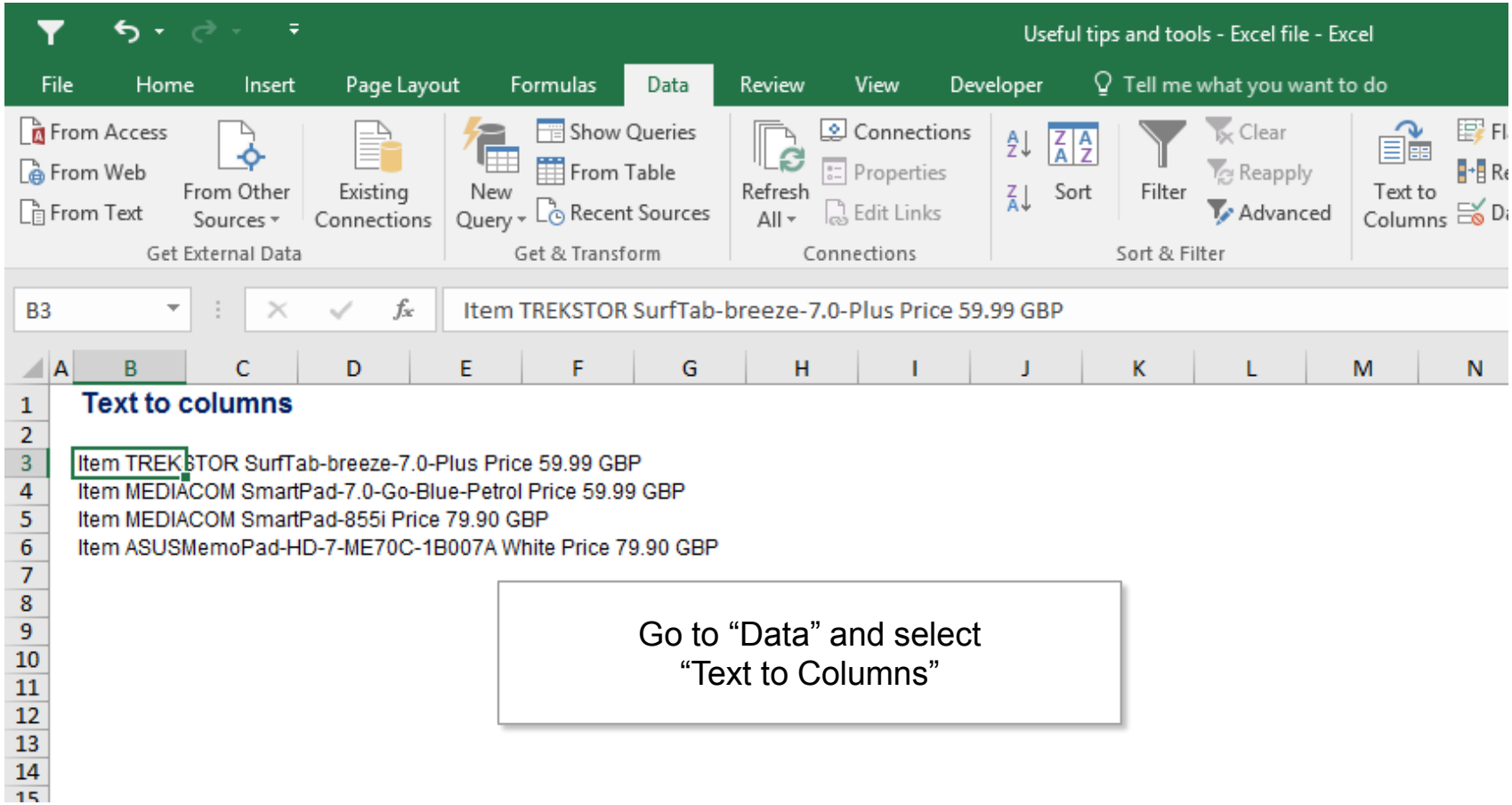
# Text to columns

# Text to columns

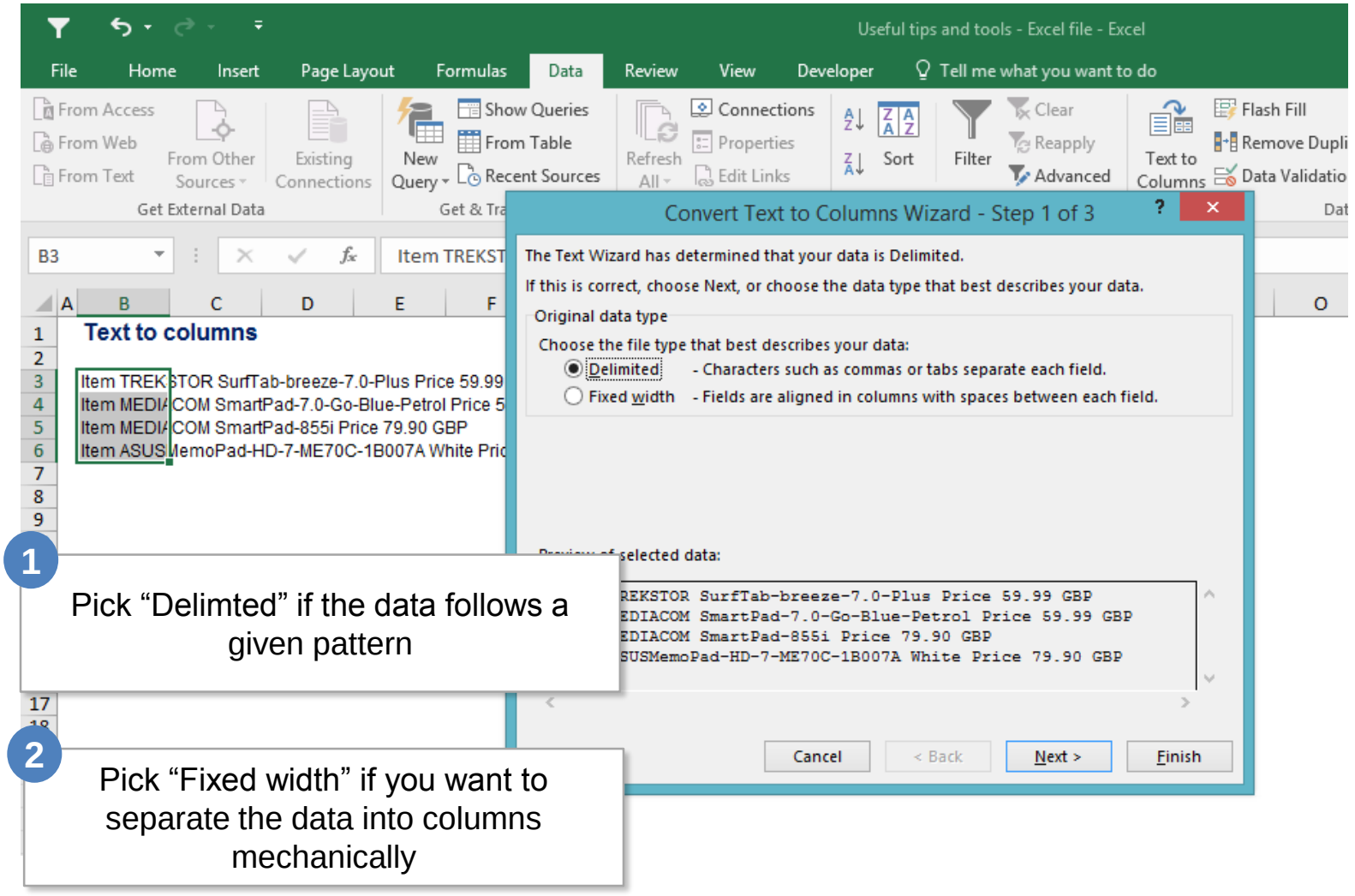



When we have text in cells which is difficult to elaborate “Text to columns” comes in hand

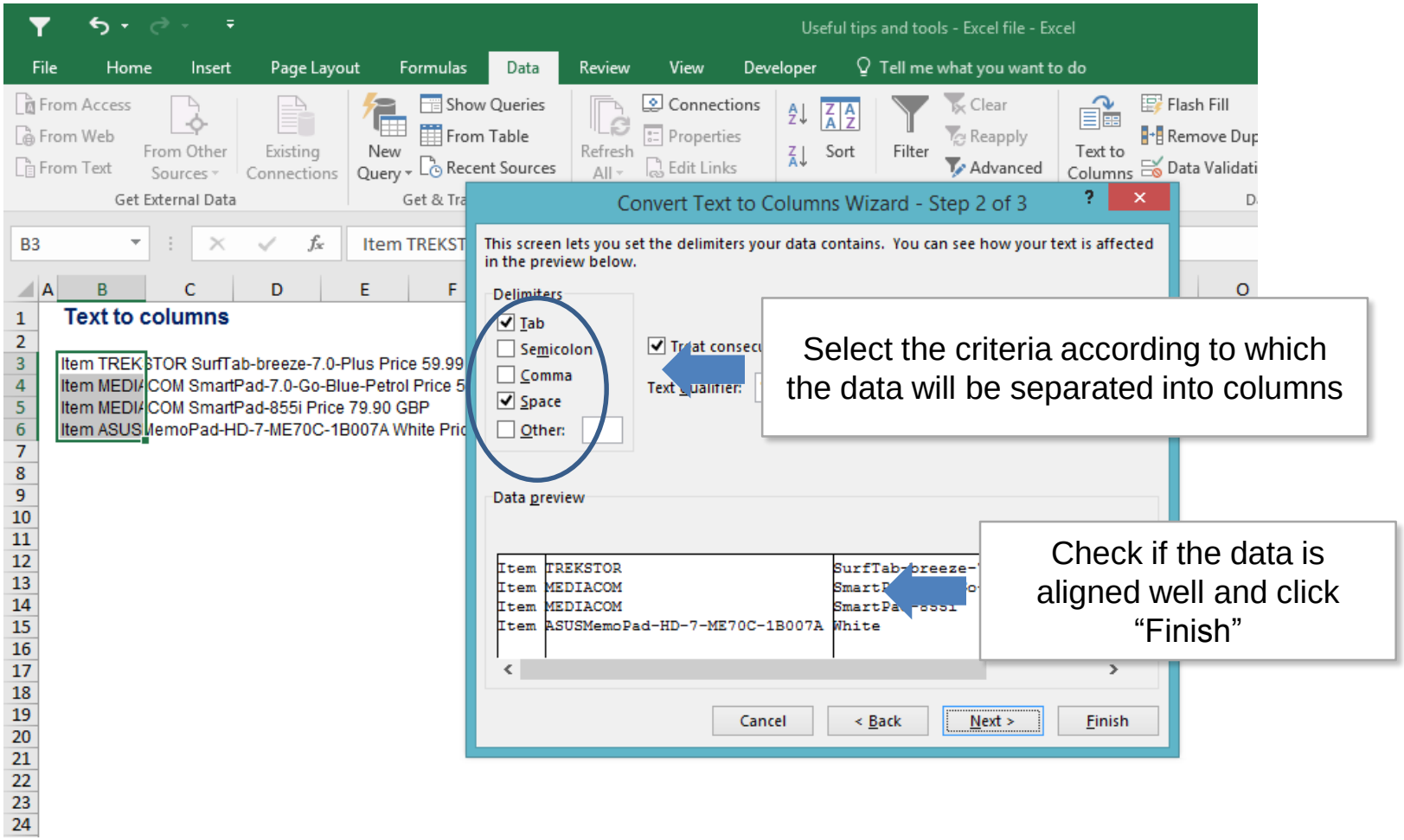
# Text to columns



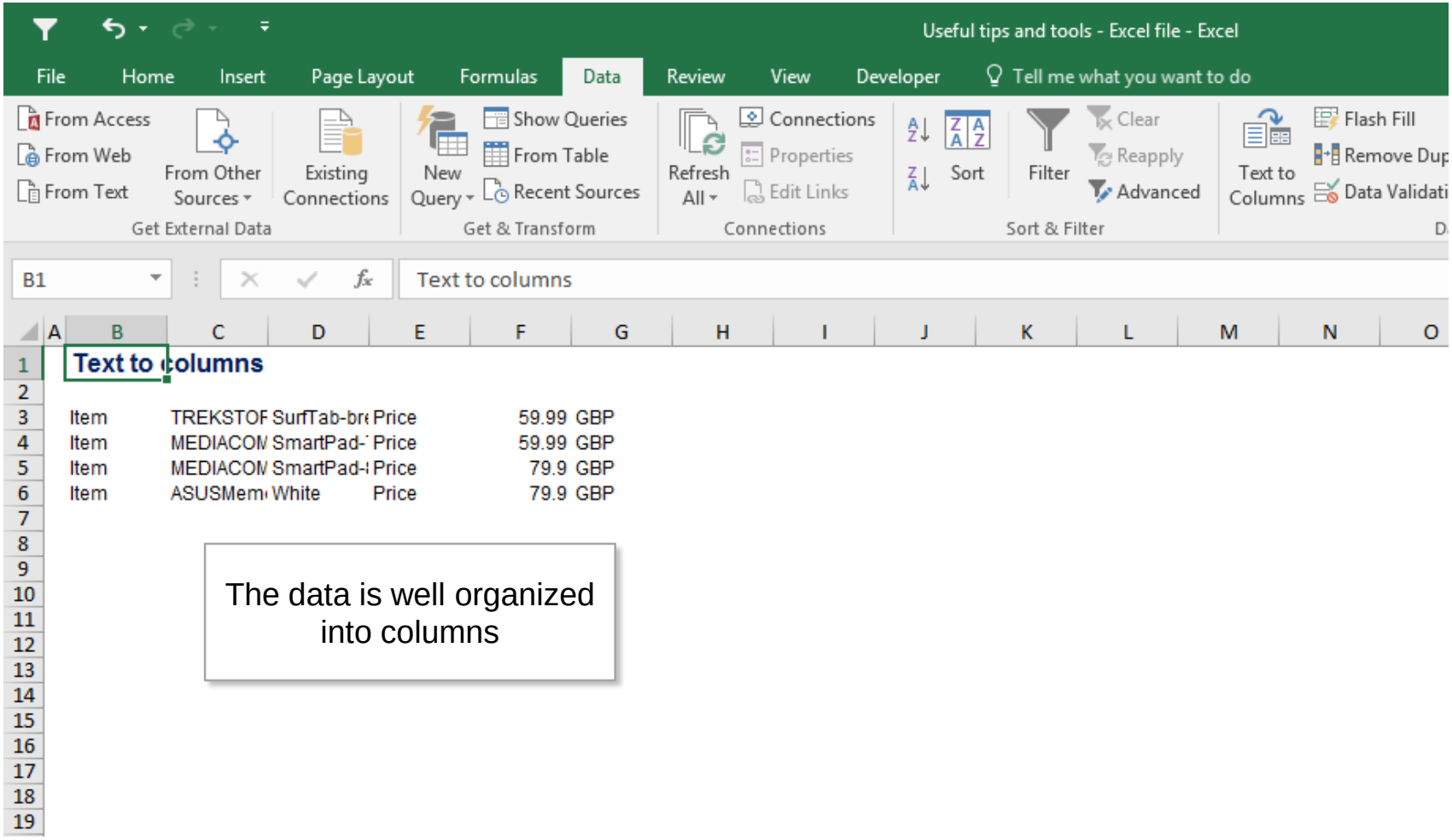
# Text to columns



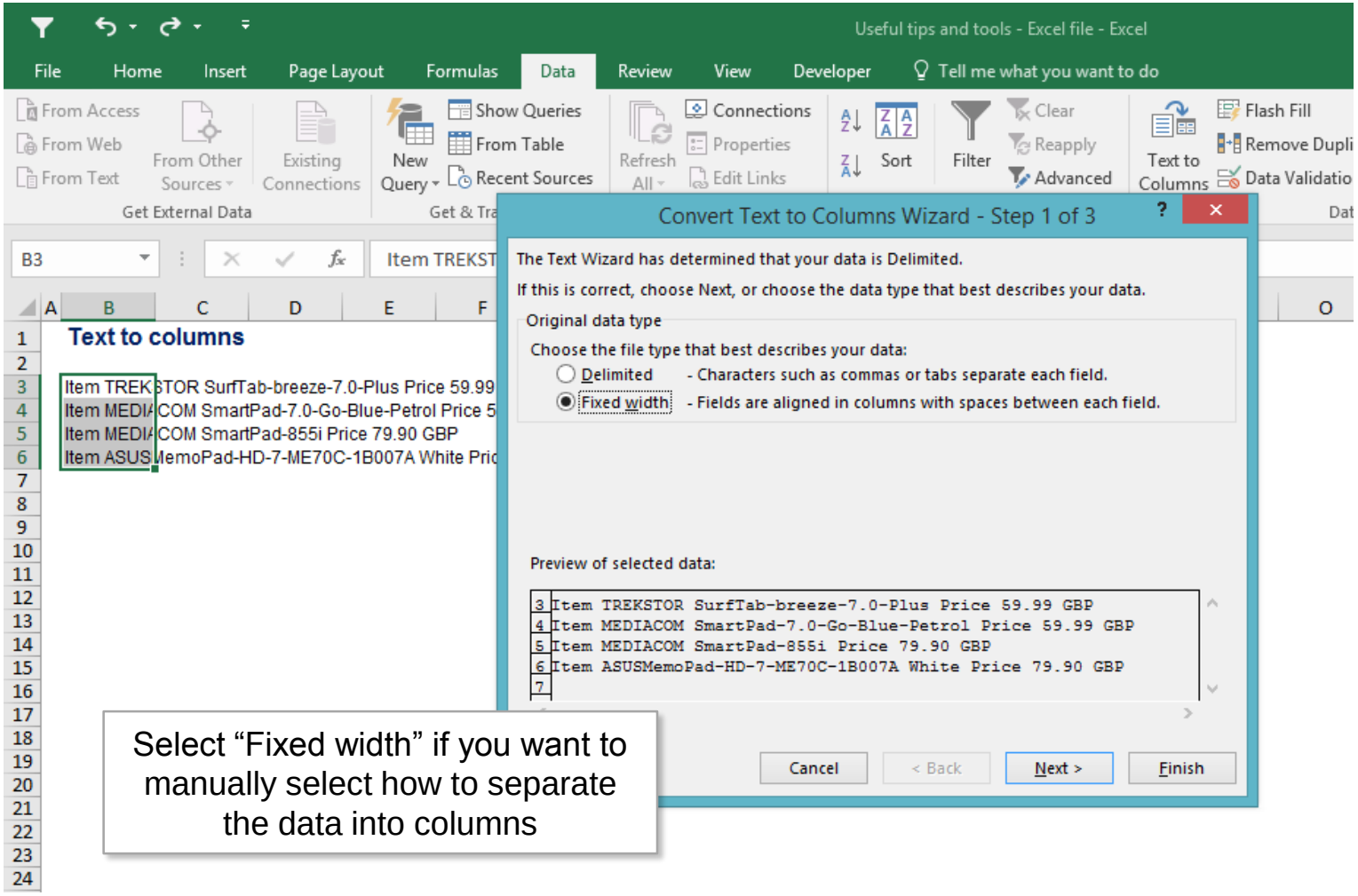
# Text to columns



# Text to columns

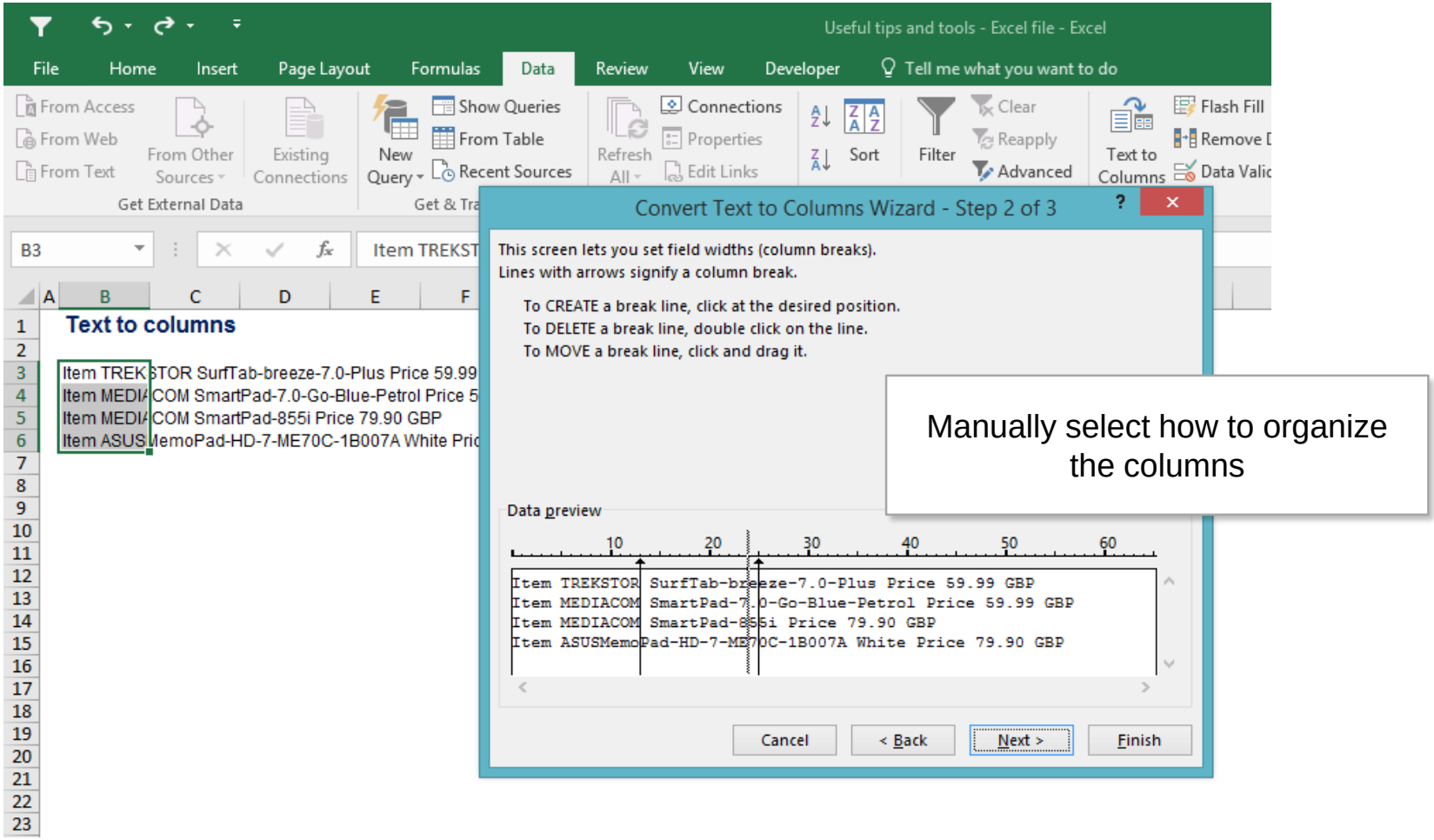


# Text to columns




Select “Fixed width” if you want to manually select how to separate the data into columns

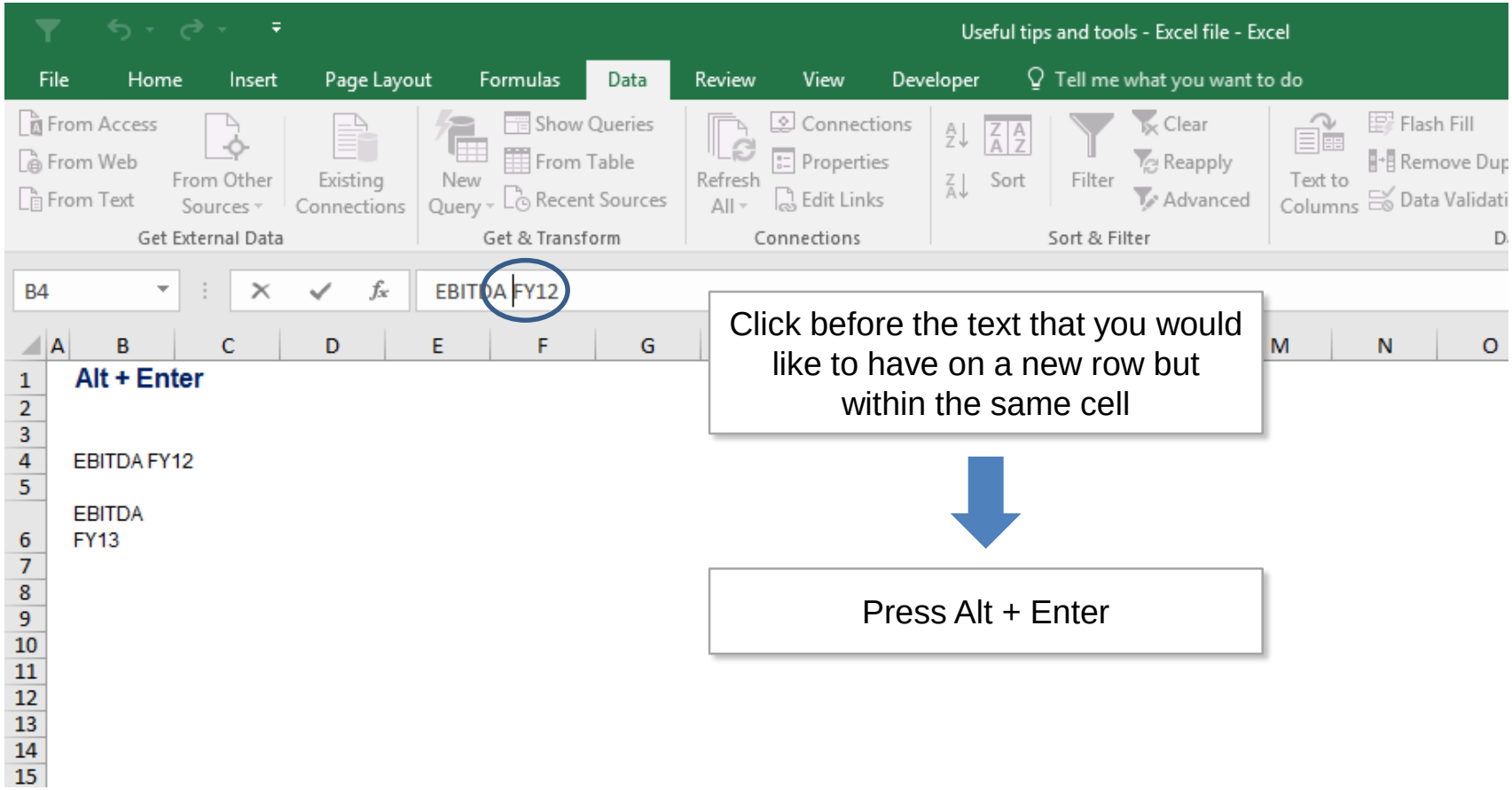
# Text to columns



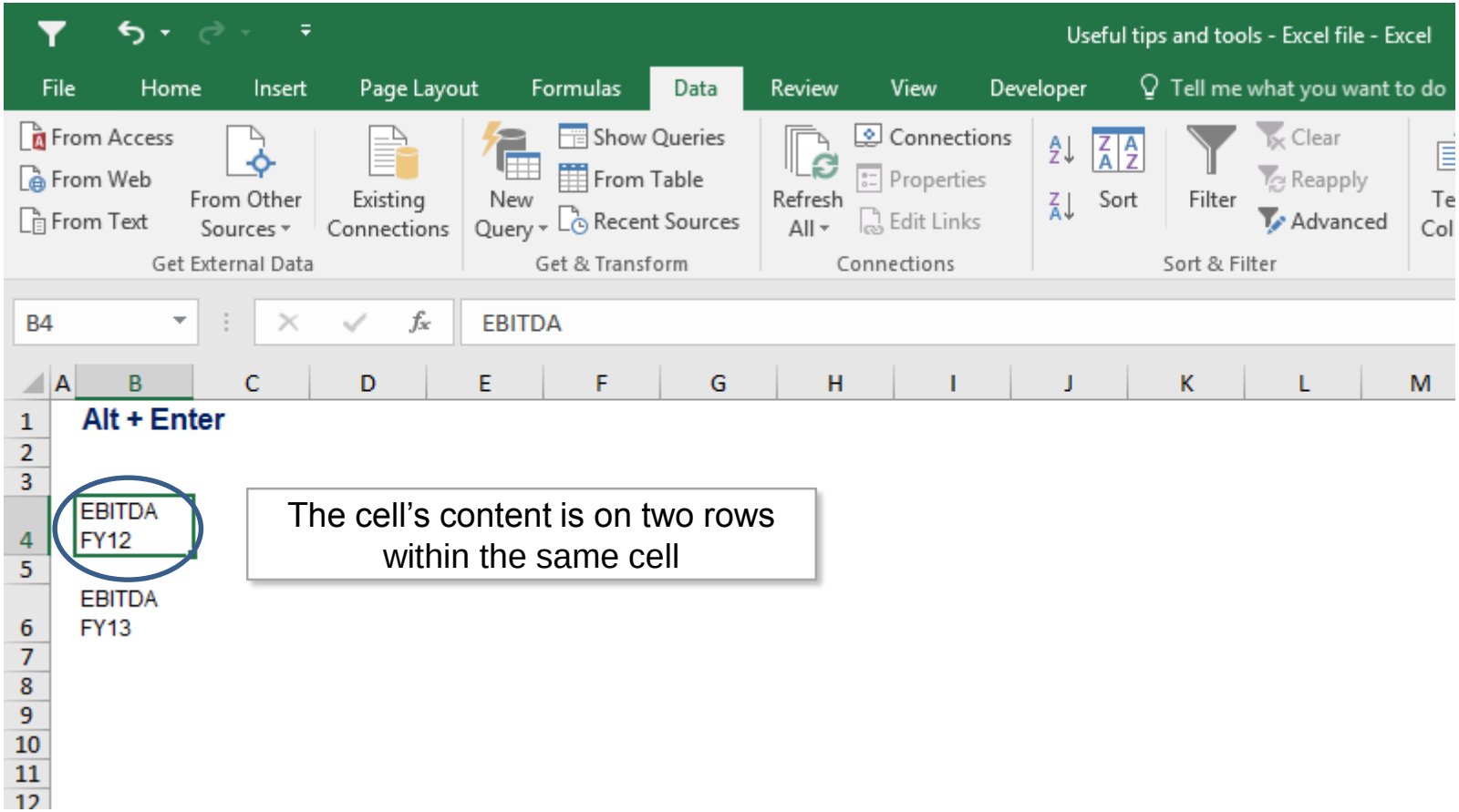
365 Careers

# Alt + Enter

# Alt + Enter


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Dup
Data Validati
B4
EBITDA FY12
Alt + Enter
EBITDA FY12
EBITDA
FY13
Click before the text that you would like to have on a new row but within the same cell
Press Alt + Enter

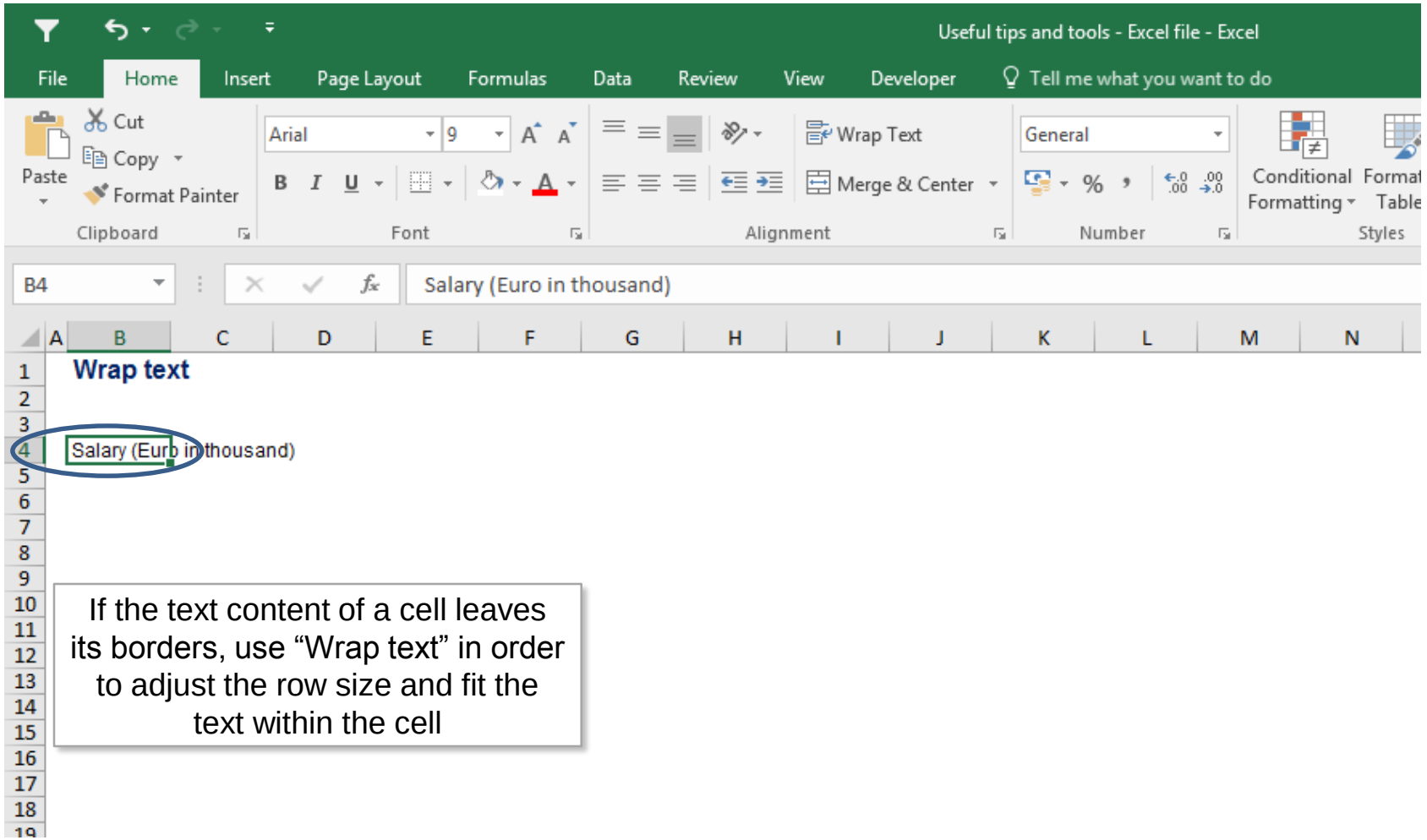
# Alt + Enter


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
From Access
From Web
From Text
From Other Sources
Existing Connections
Get External Data
New Query
Show Queries
From Table
Recent Sources
Get & Transform
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
B4
EBITDA
Alt + Enter
EBITDA
FY12
EBITDA
FY13
The cell's content is on two rows within the same cell

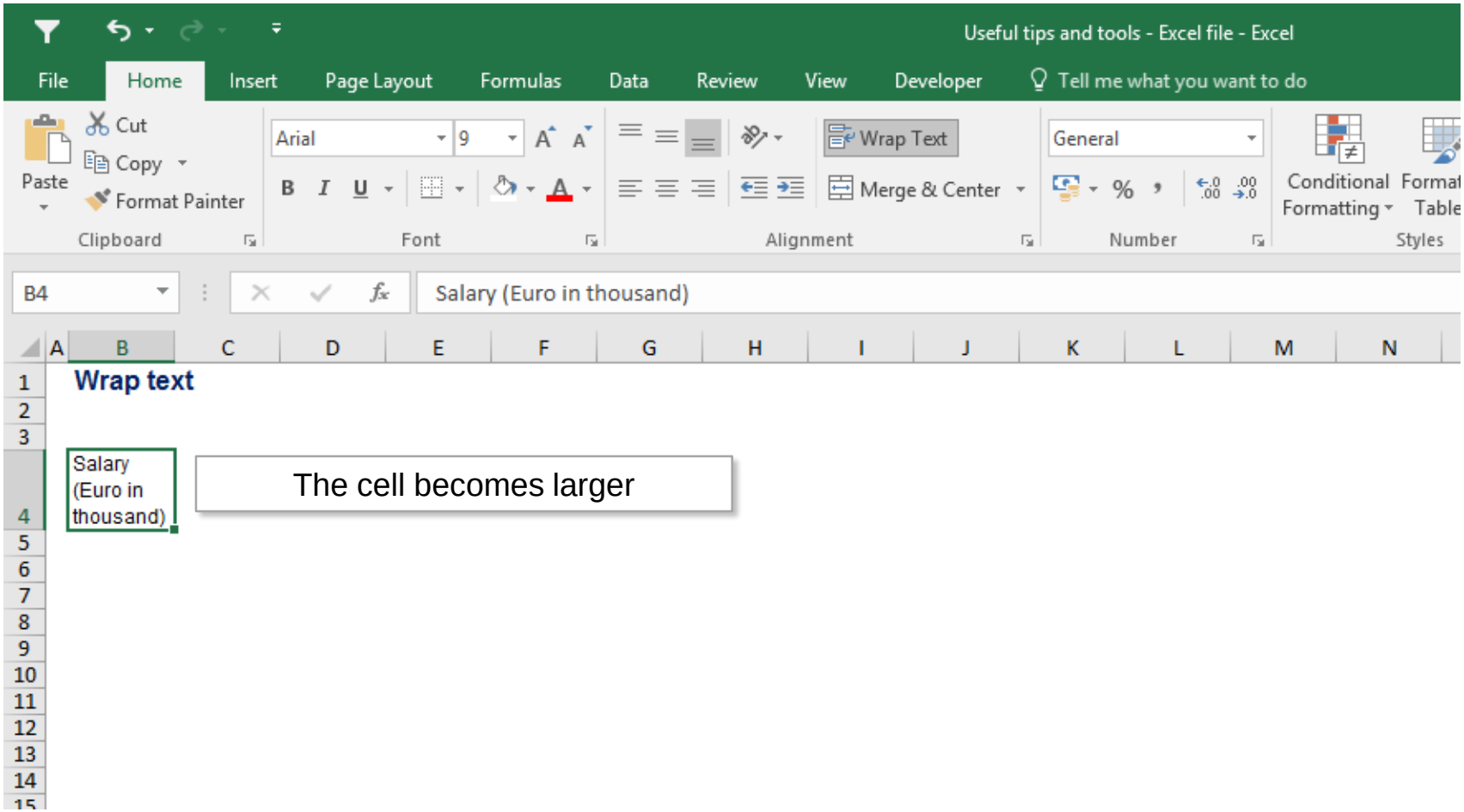
365 Careers

# Wrap text

# Wrap text


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Styles
B4
Salary (Euro in thousand)
Wrap text
Salary (Euro in thousand)
If the text content of a cell leaves its borders, use “Wrap text” in order to adjust the row size and fit the text within the cell

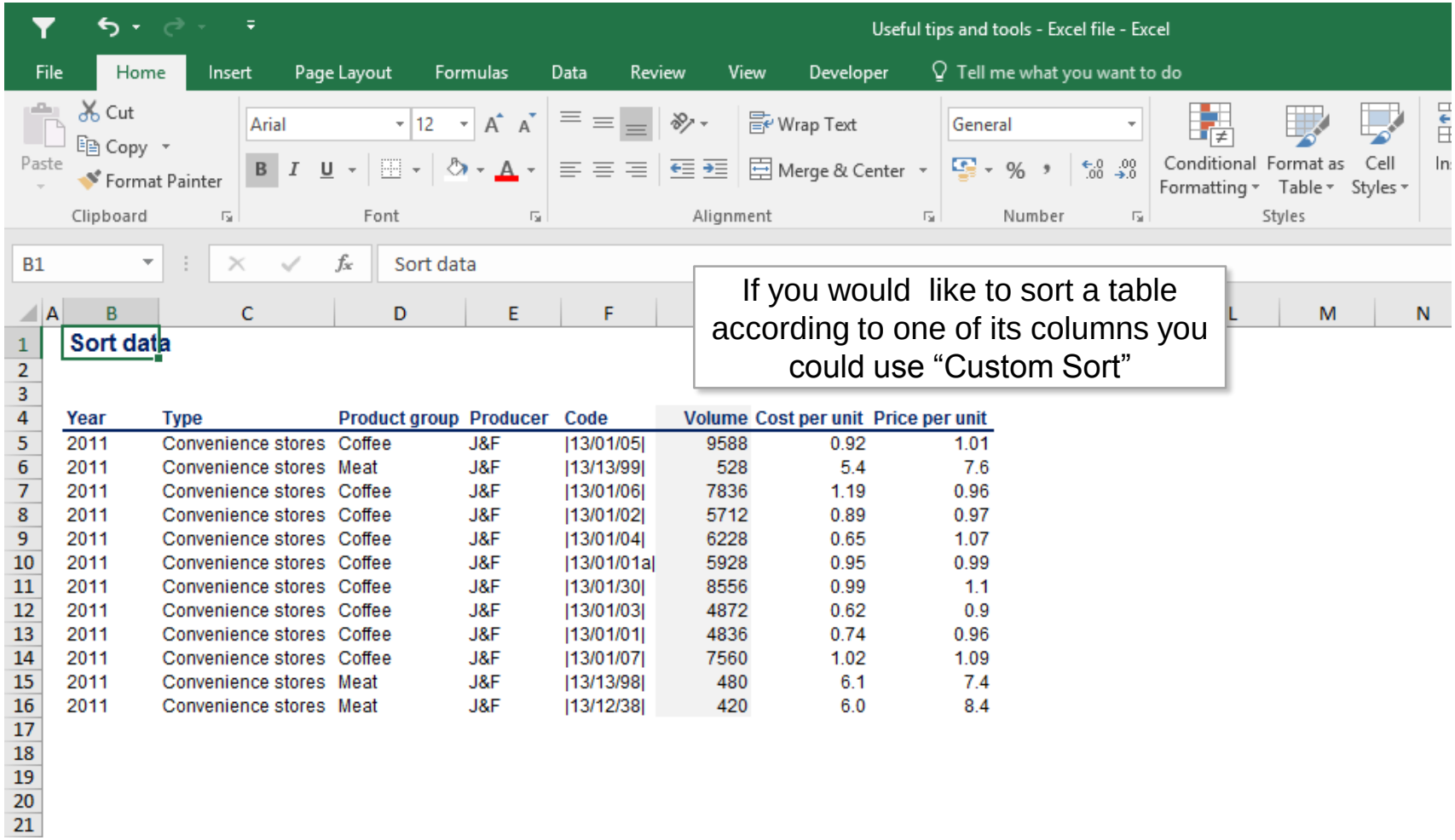
# Wrap text


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Styles
B4
Salary (Euro in thousand)
Wrap text
Salary (Euro in thousand)
The cell becomes larger

365 Careers

# Custom sort

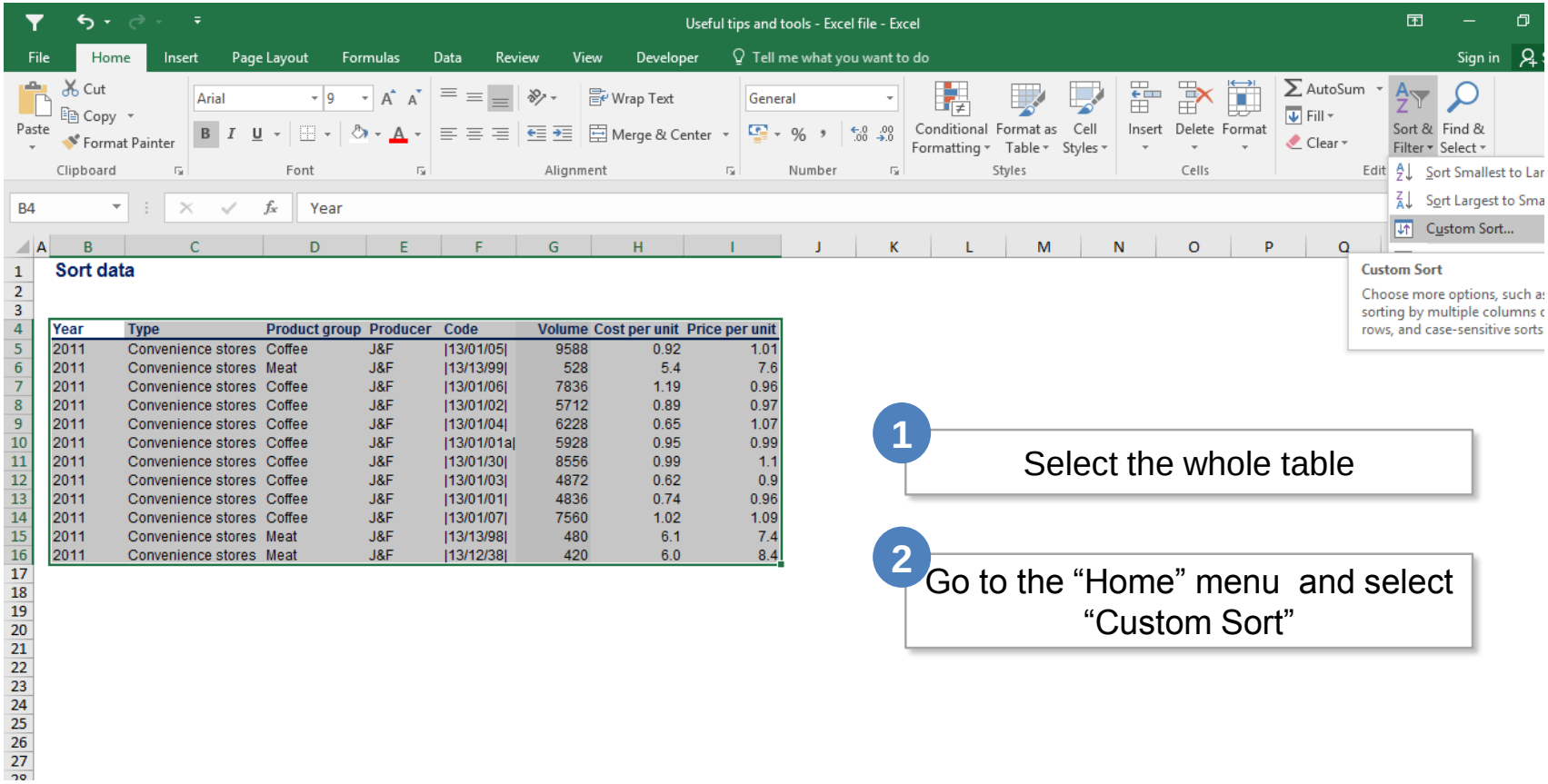
# Custom sort




| | A | B | C | D | E | F | L | M | N |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | Sort data | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |

| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |

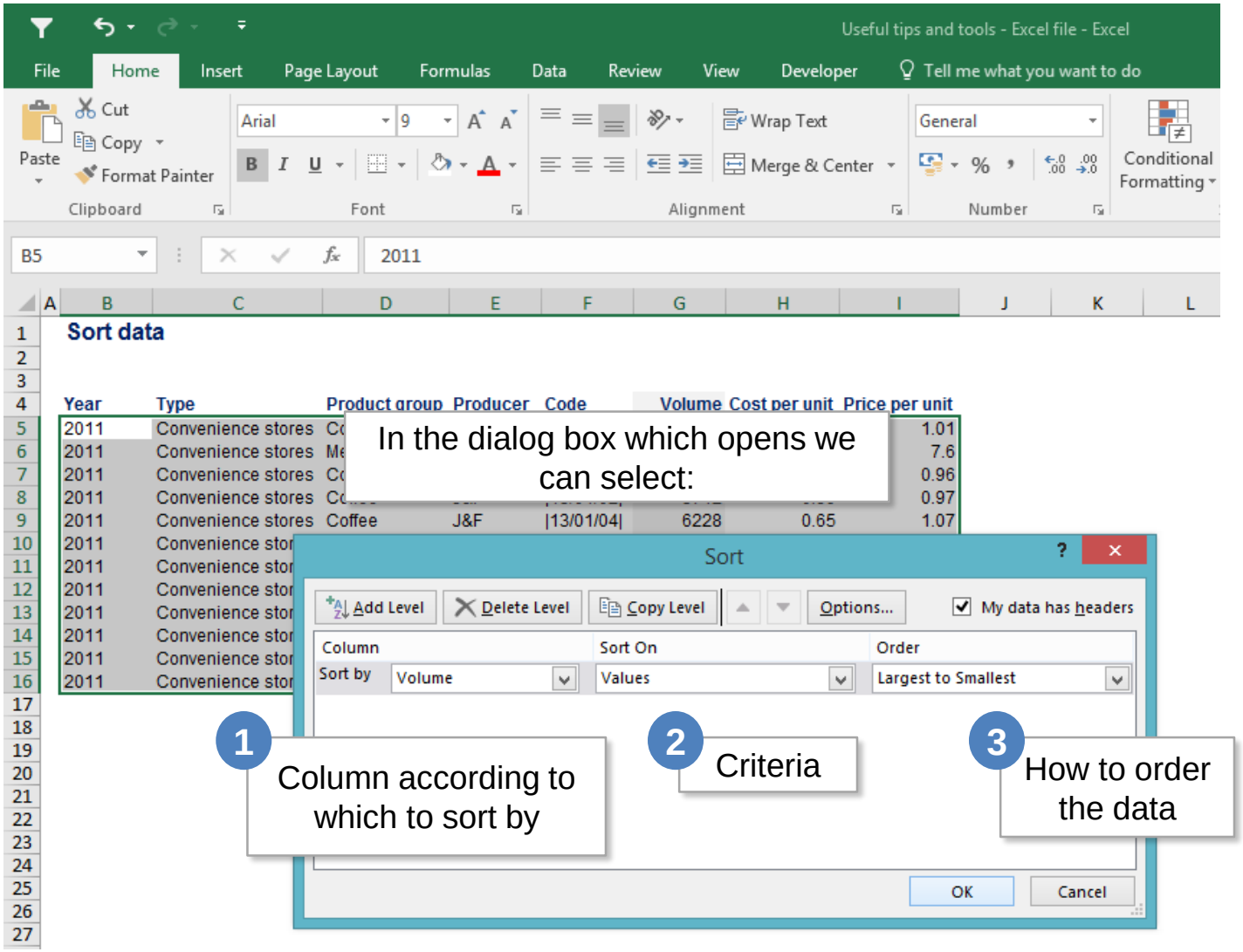
# Custom sort



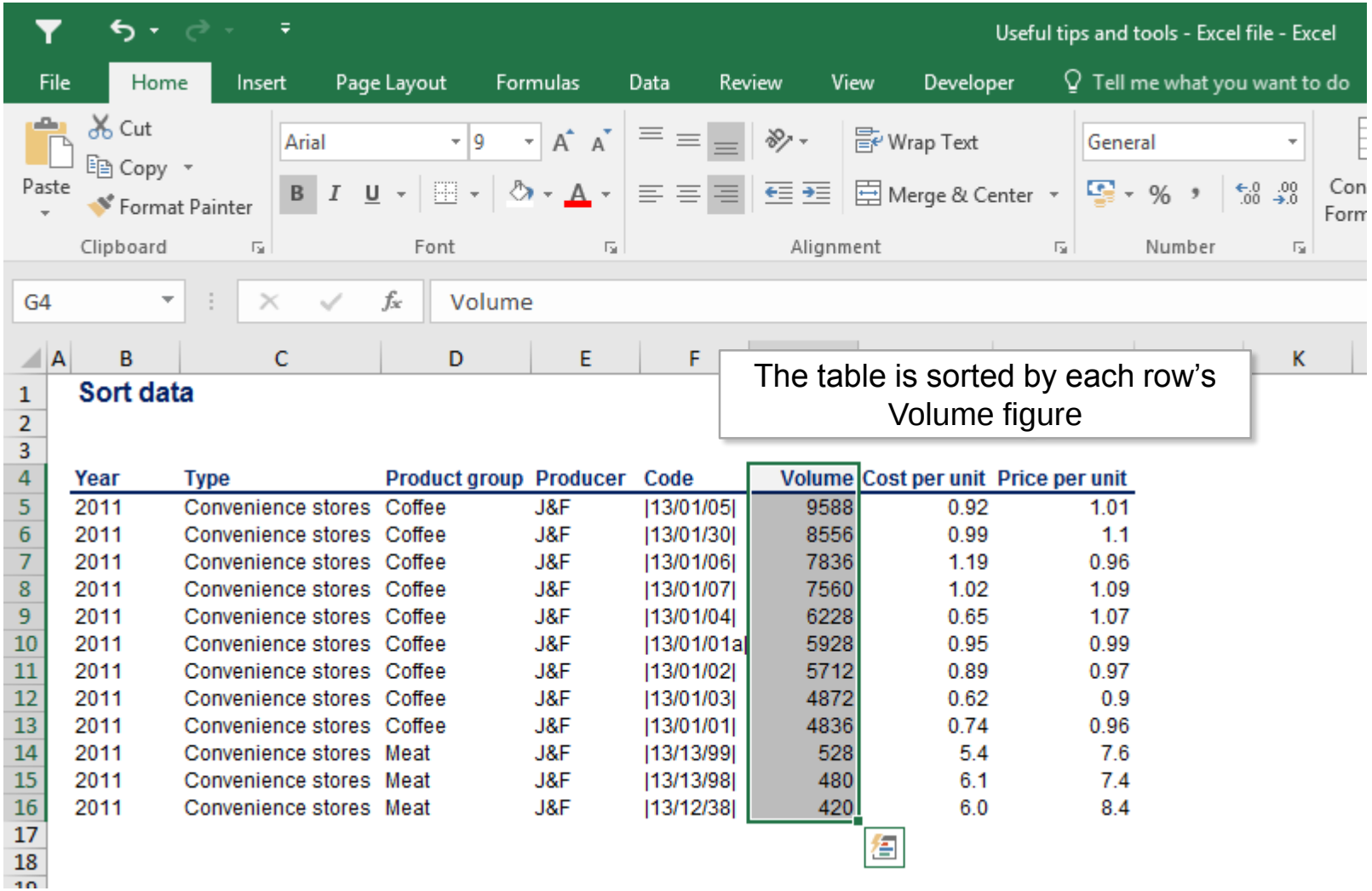

1. Select the whole table

2. Go to the “Home” menu and select “Custom Sort”

# Custom sort


Useful tips and tools - Excel file - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Tell me what you want to do
Cut
Copy
Format Painter
Paste
Clipboard
Arial
9
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
B5
2011
Sort data
Year
Type
Product group
Producer
Code
Volume
Cost per unit
Price per unit
2011 Convenience stores Coffee J&F |13/01/04| 6228 0.65 1.07
In the dialog box which opens we can select:
Sort
Add Level
Delete Level
Copy Level
Options...
My data has headers
Column
Sort On
Order
Sort by
Volume
Values
Largest to Smallest
OK
Cancel
1
Column according to which to sort by
2
Criteria
3
How to order the data

# Custom sort

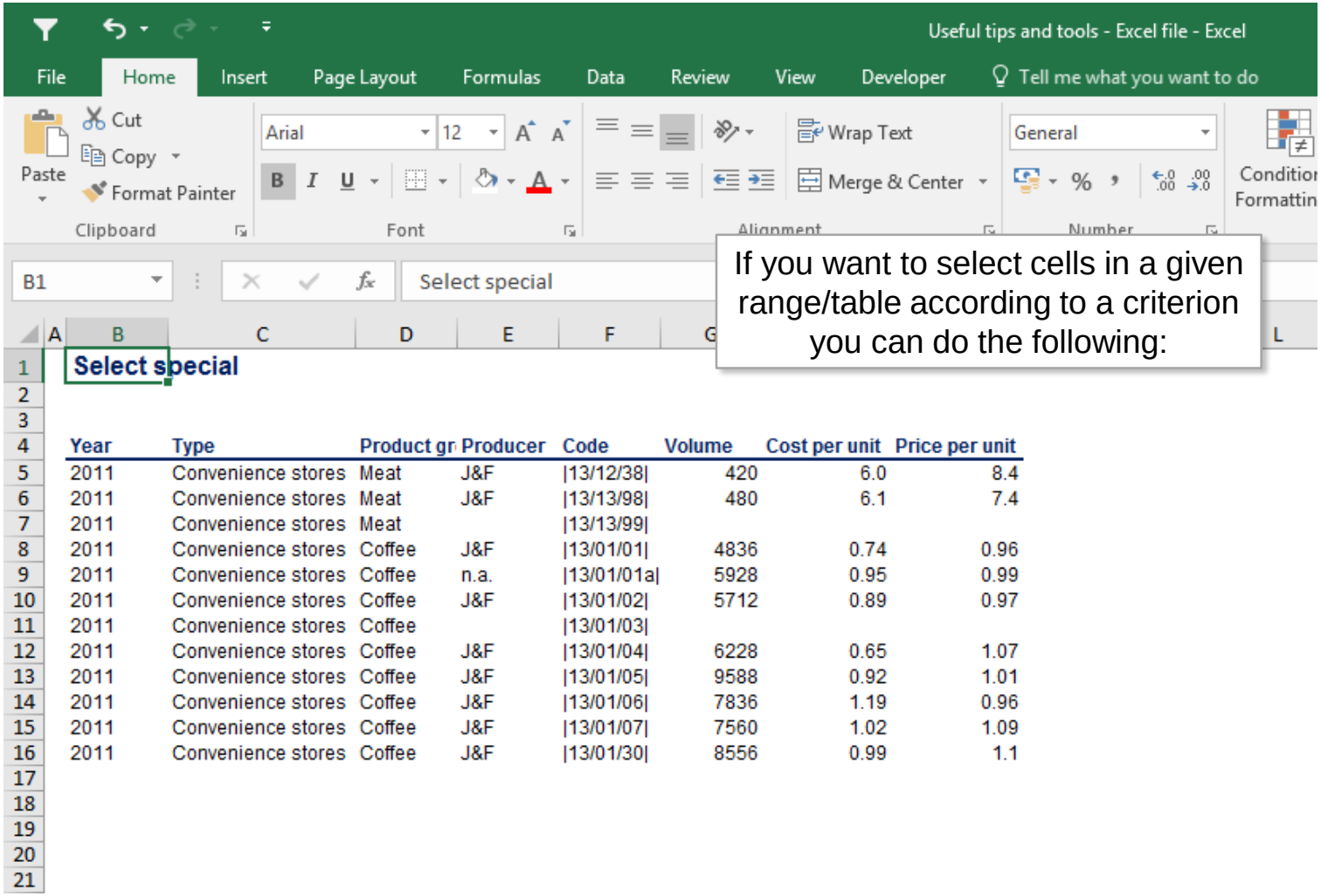



| Year | Type | Product group | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/03\| | 4872 | 0.62 | 0.9 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/99\| | 528 | 5.4 | 7.6 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |

365 Careers

# Select special

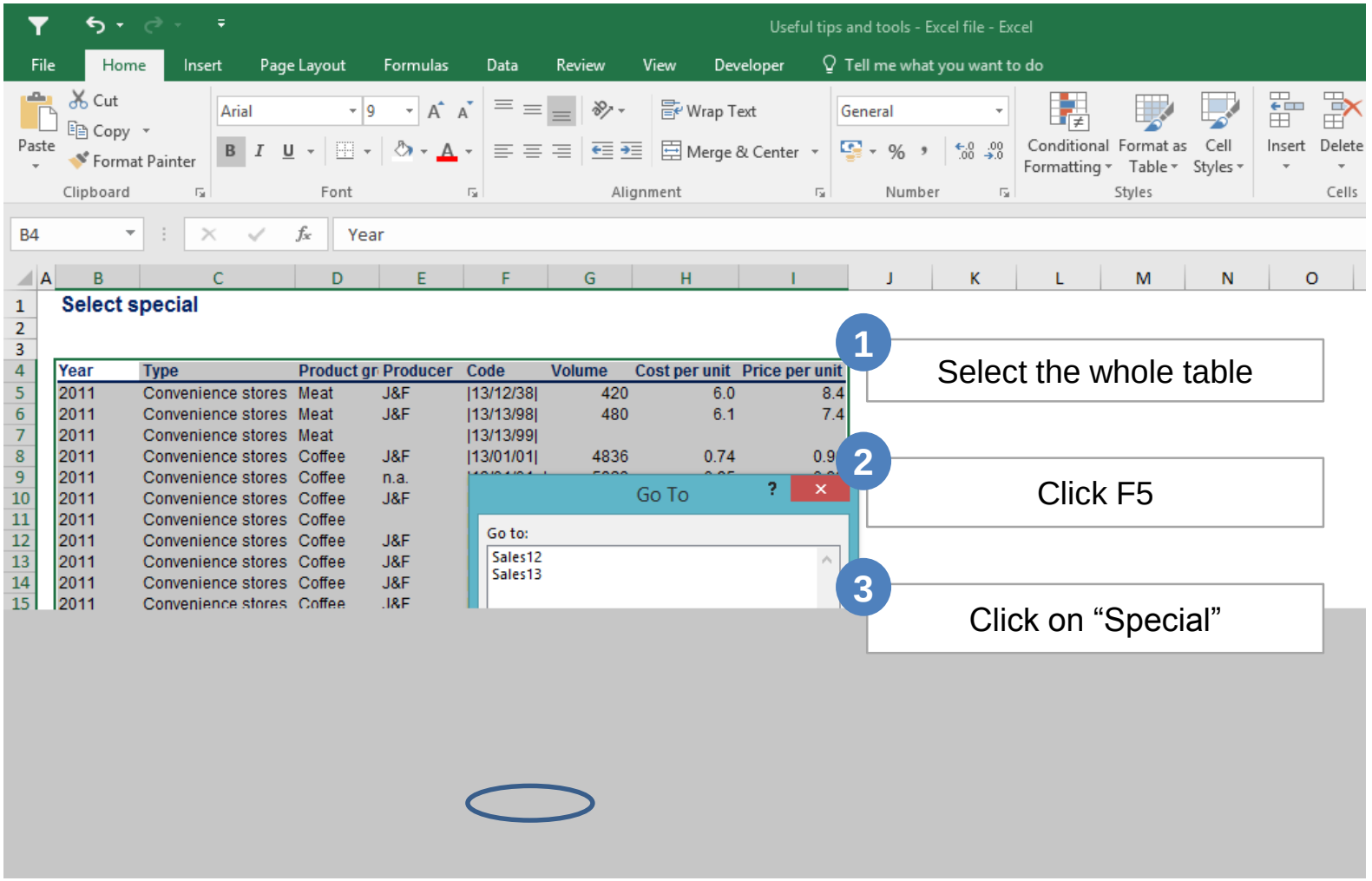
# Select special



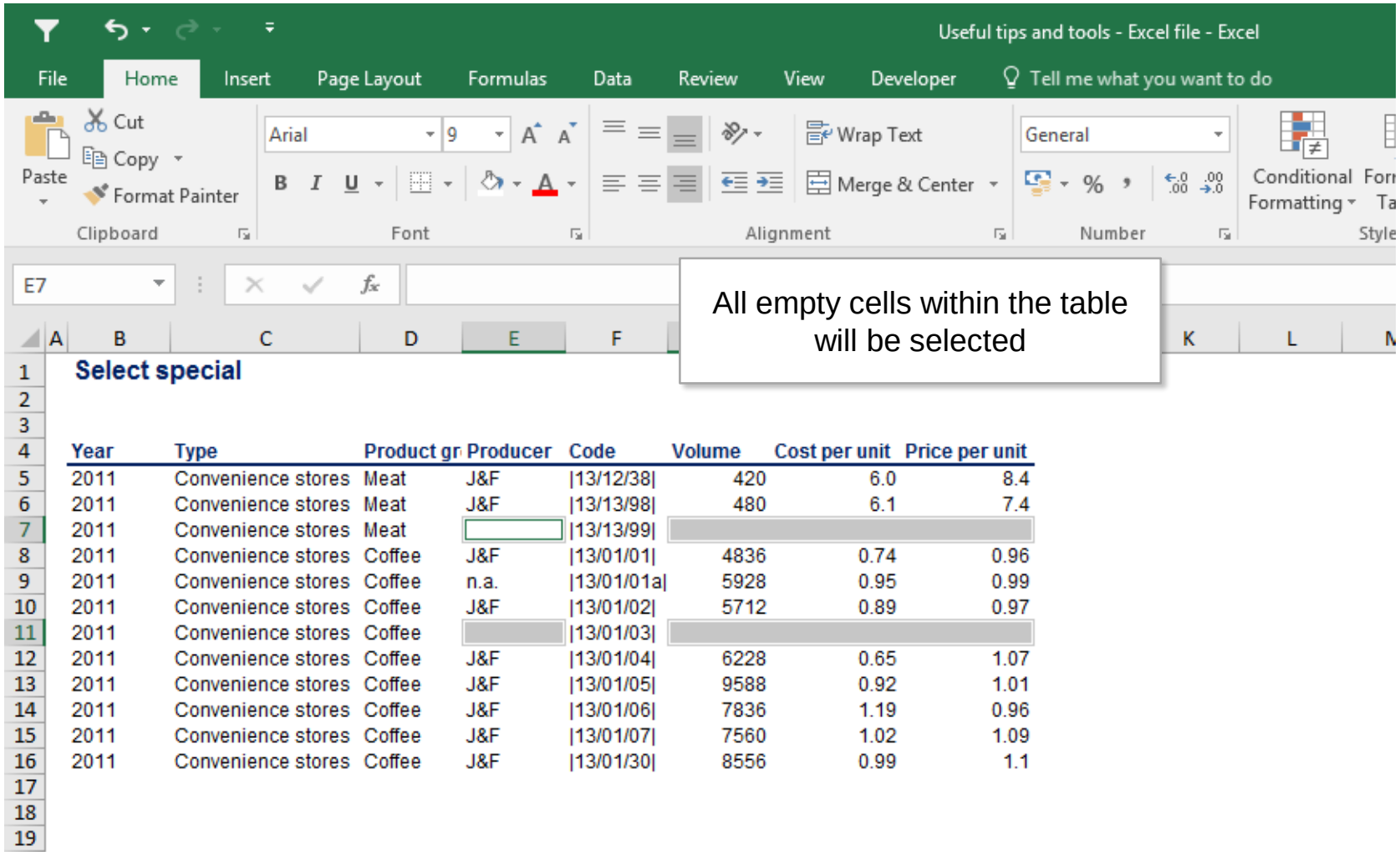

**Select special**

| Year | Type | Product gr | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | | \|13/13/99\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | n.a. | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | | \|13/01/03\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |

# Select special



# Select special



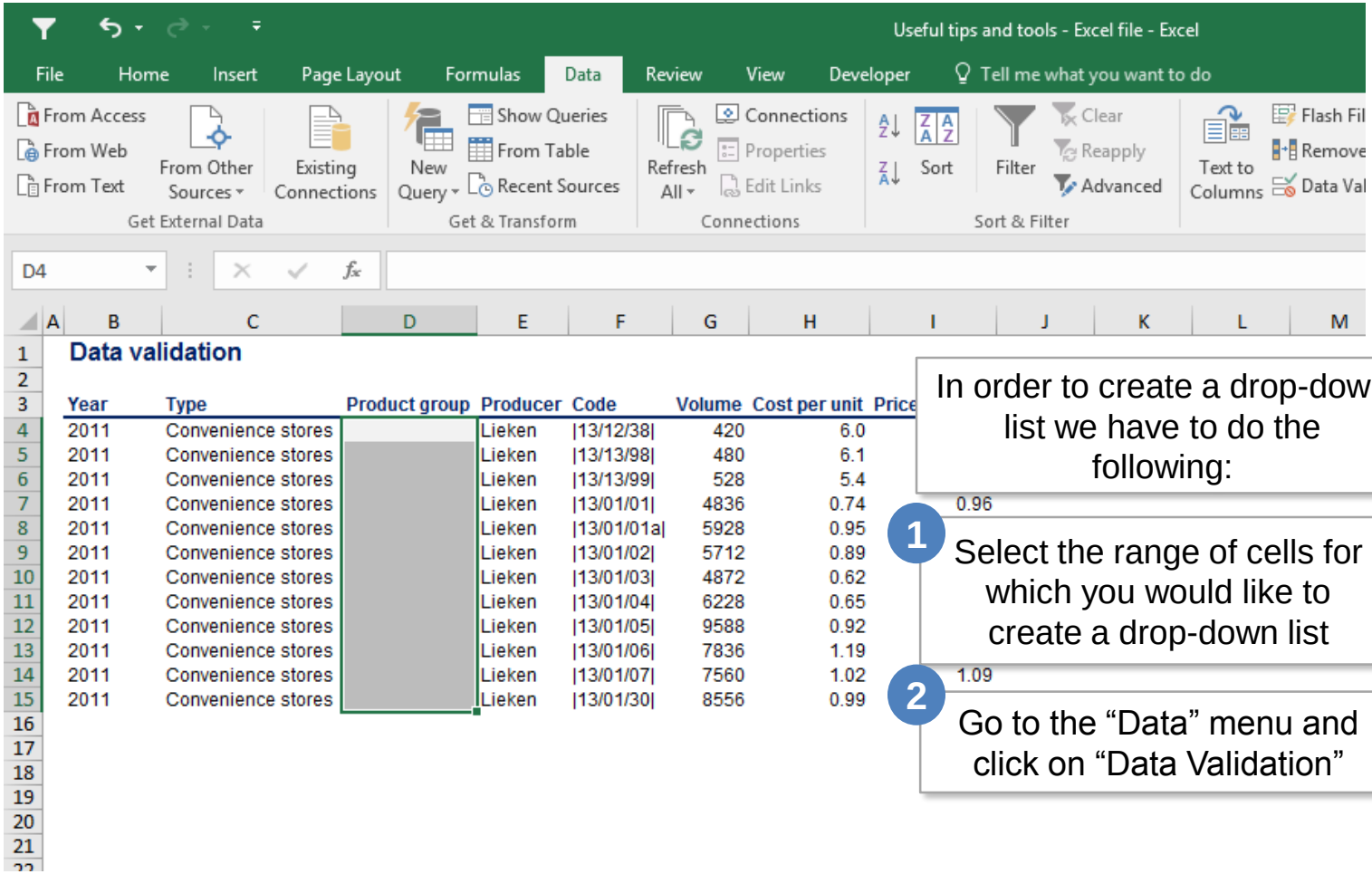

**Select special**

| Year | Type | Product gr | Producer | Code | Volume | Cost per unit | Price per unit |
|---|---|---|---|---|---|---|---|
| 2011 | Convenience stores | Meat | J&F | \|13/12/38\| | 420 | 6.0 | 8.4 |
| 2011 | Convenience stores | Meat | J&F | \|13/13/98\| | 480 | 6.1 | 7.4 |
| 2011 | Convenience stores | Meat | | \|13/13/99\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/01\| | 4836 | 0.74 | 0.96 |
| 2011 | Convenience stores | Coffee | n.a. | \|13/01/01a\| | 5928 | 0.95 | 0.99 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/02\| | 5712 | 0.89 | 0.97 |
| 2011 | Convenience stores | Coffee | | \|13/01/03\| | | | |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/04\| | 6228 | 0.65 | 1.07 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/05\| | 9588 | 0.92 | 1.01 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/06\| | 7836 | 1.19 | 0.96 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/07\| | 7560 | 1.02 | 1.09 |
| 2011 | Convenience stores | Coffee | J&F | \|13/01/30\| | 8556 | 0.99 | 1.1 |

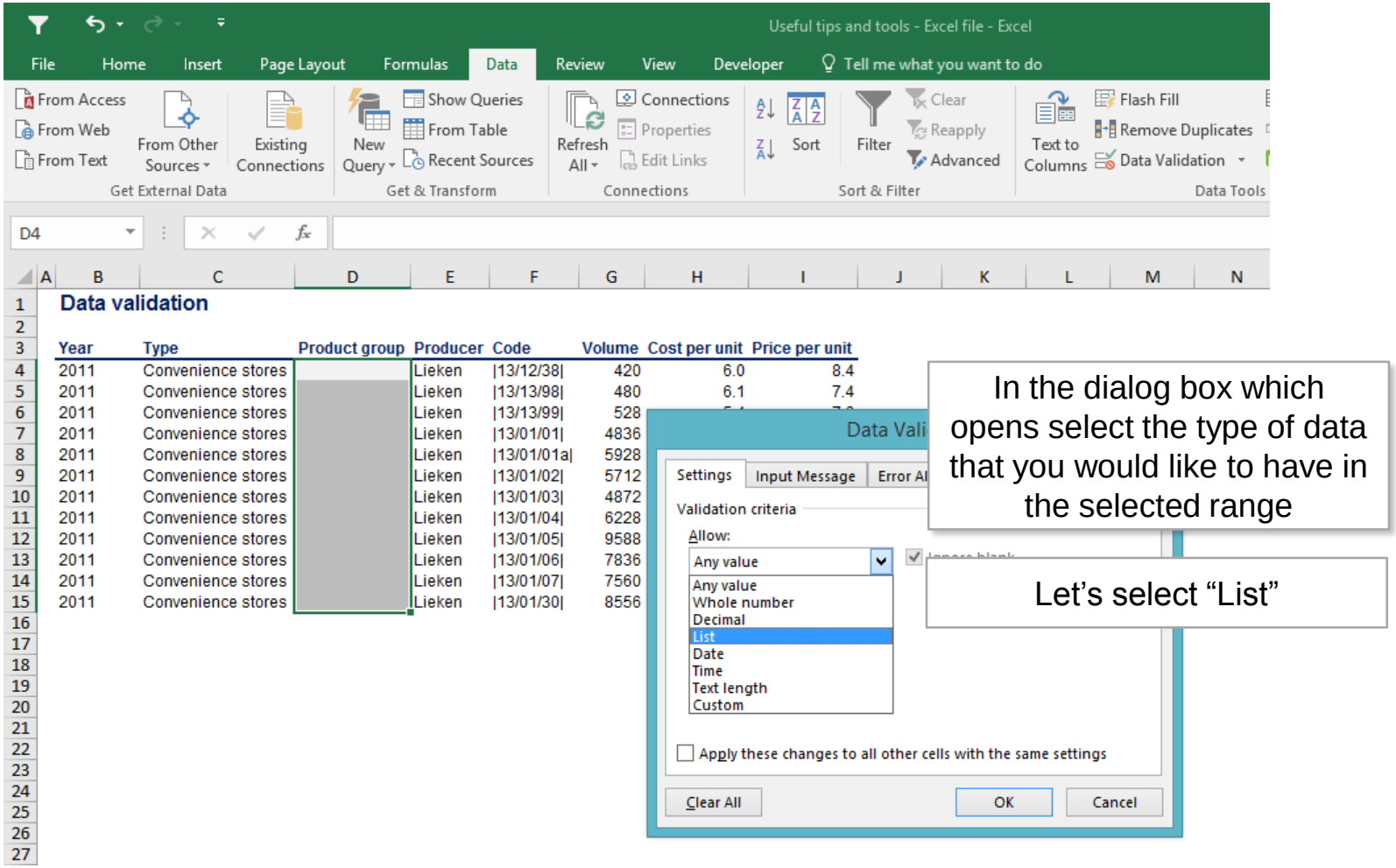
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# Data validation

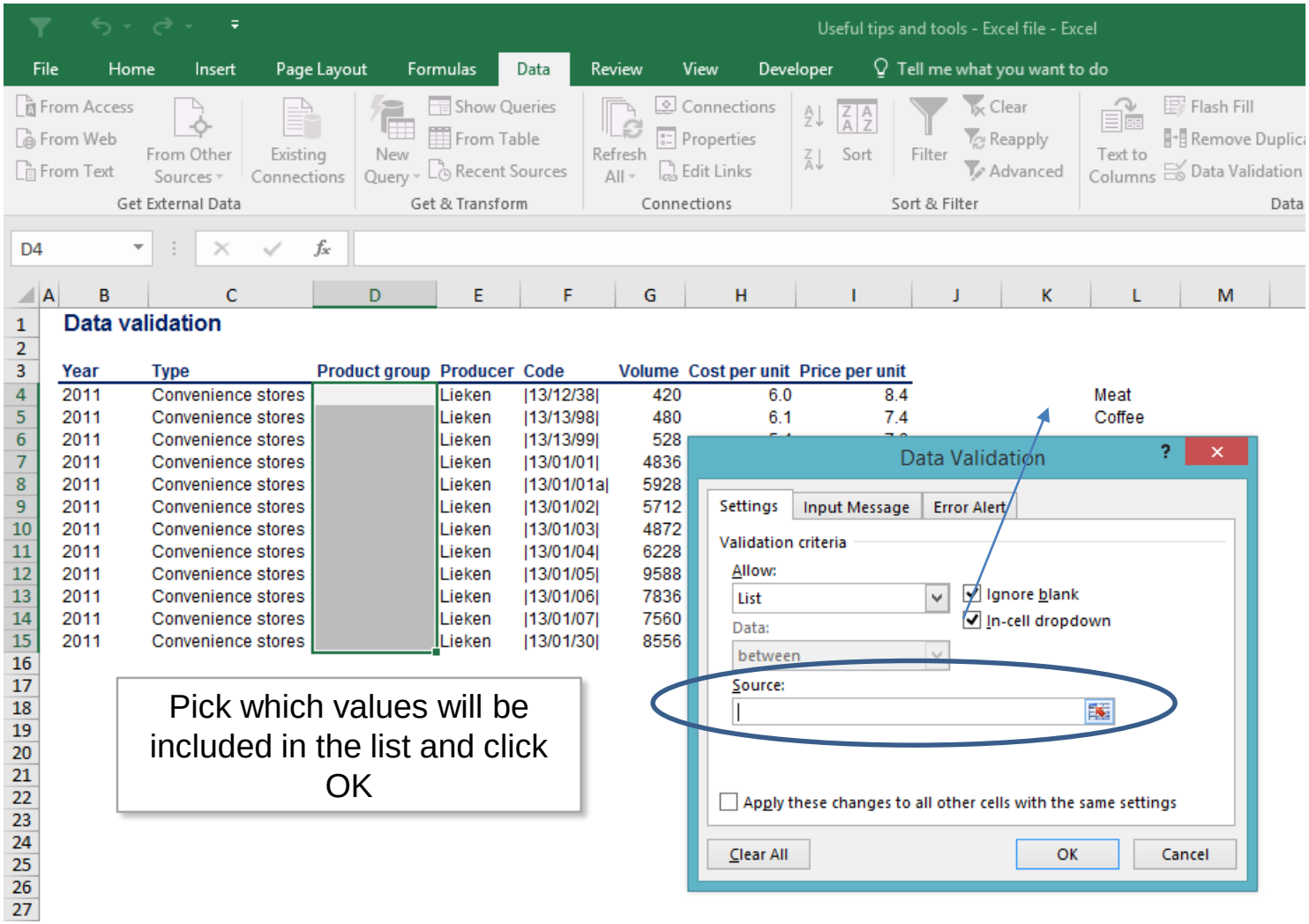
# Data validation



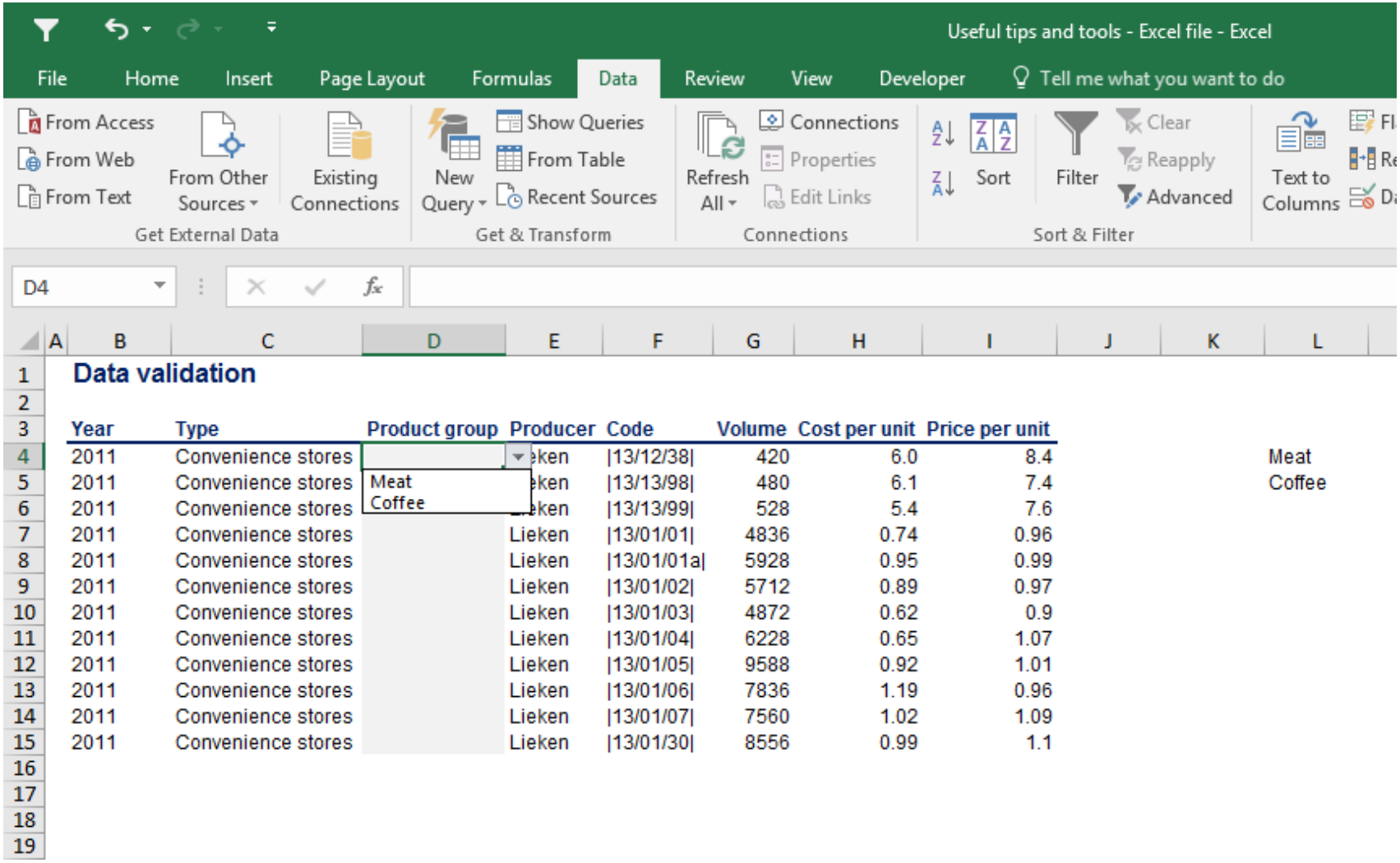
# Data validation



# Data validation



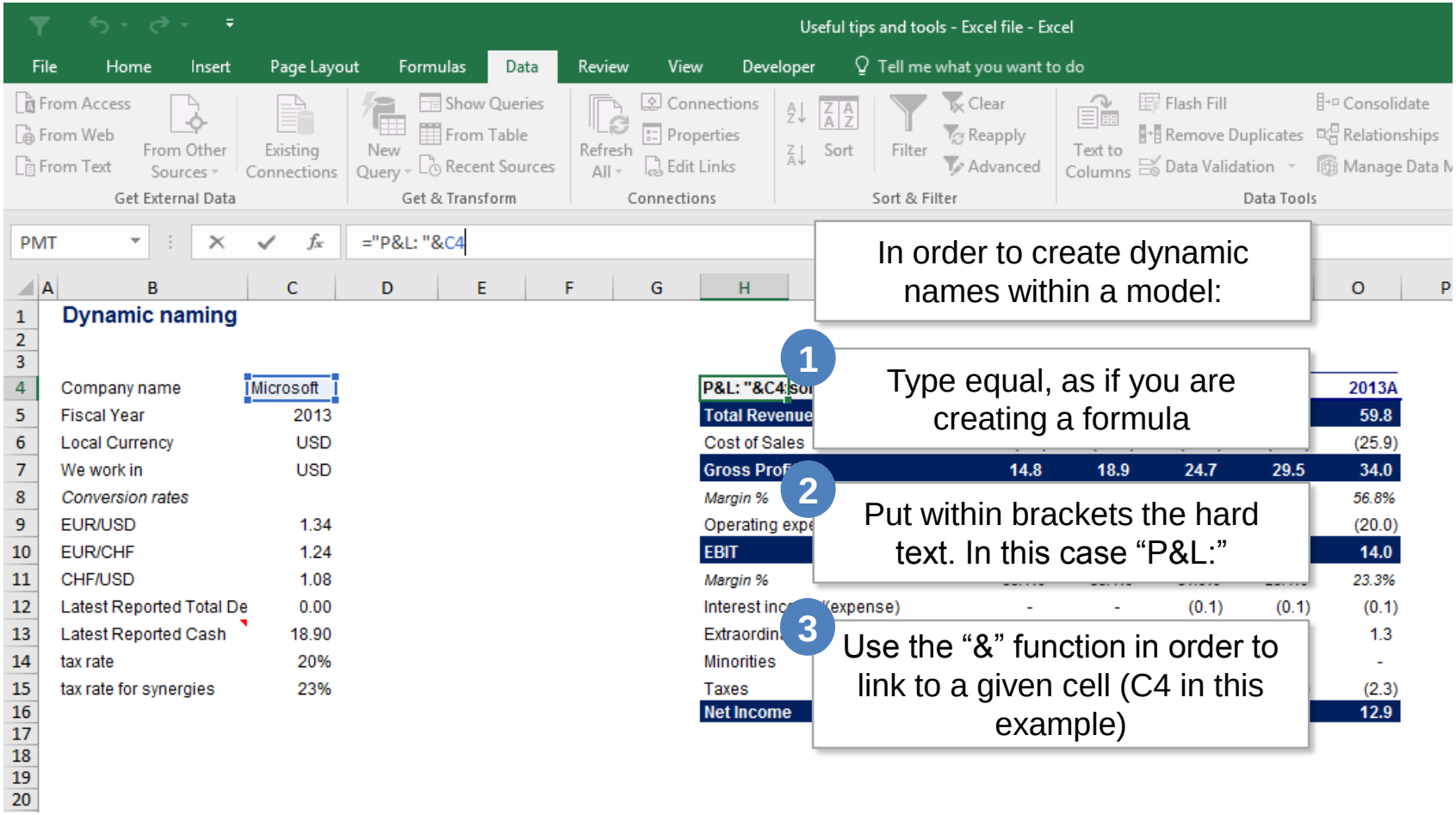
# Data validation



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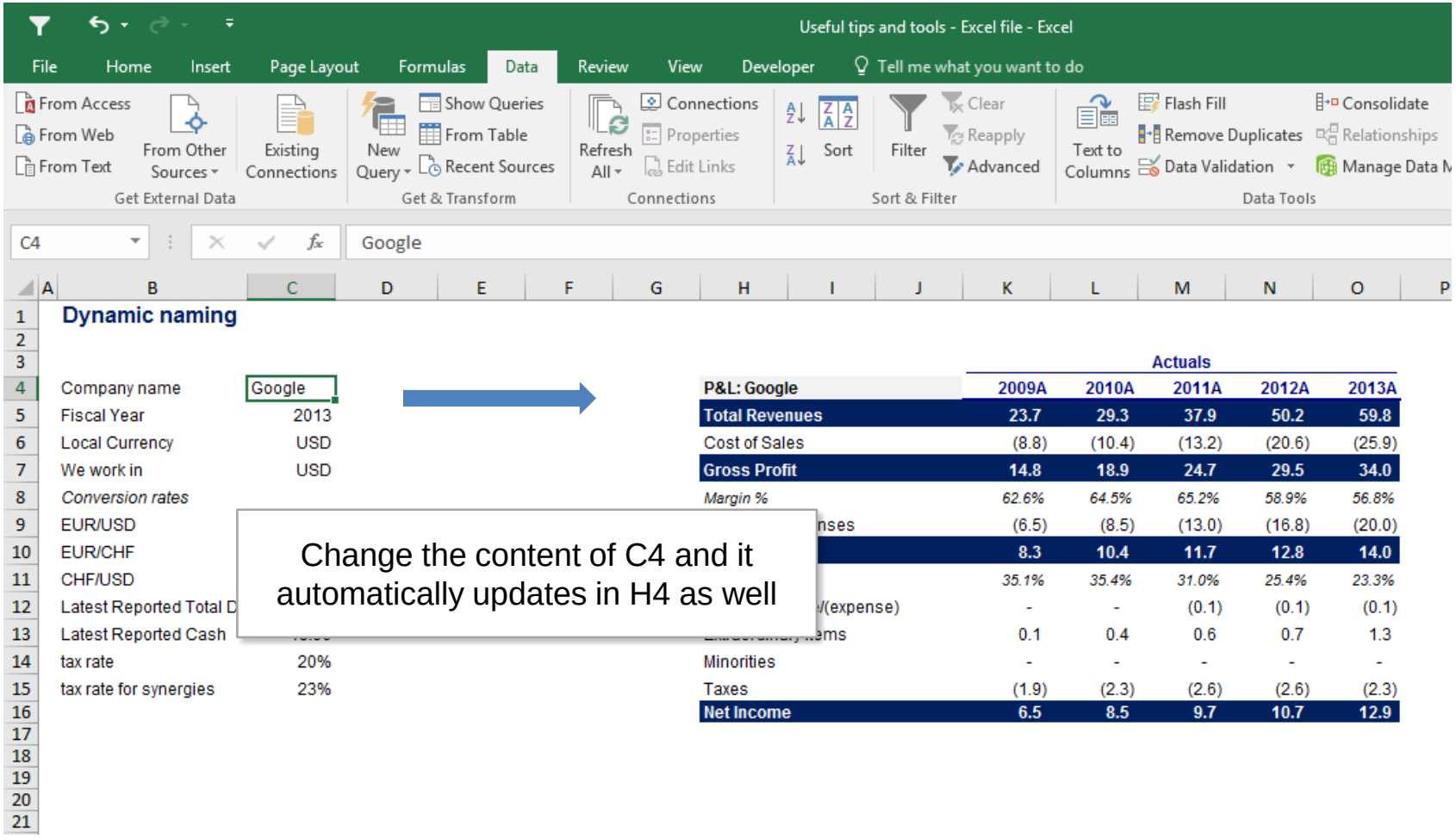
# Dynamic naming

# Dynamic naming



# Dynamic naming

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**Dynamic naming**

| | |
|---|---|
| Company name | Google |
| Fiscal Year | 2013 |
| Local Currency | USD |
| We work in | USD |
| *Conversion rates* | |
| EUR/USD | |
| EUR/CHF | |
| CHF/USD | |
| Latest Reported Total D | |
| Latest Reported Cash | |
| tax rate | 20% |
| tax rate for synergies | 23% |

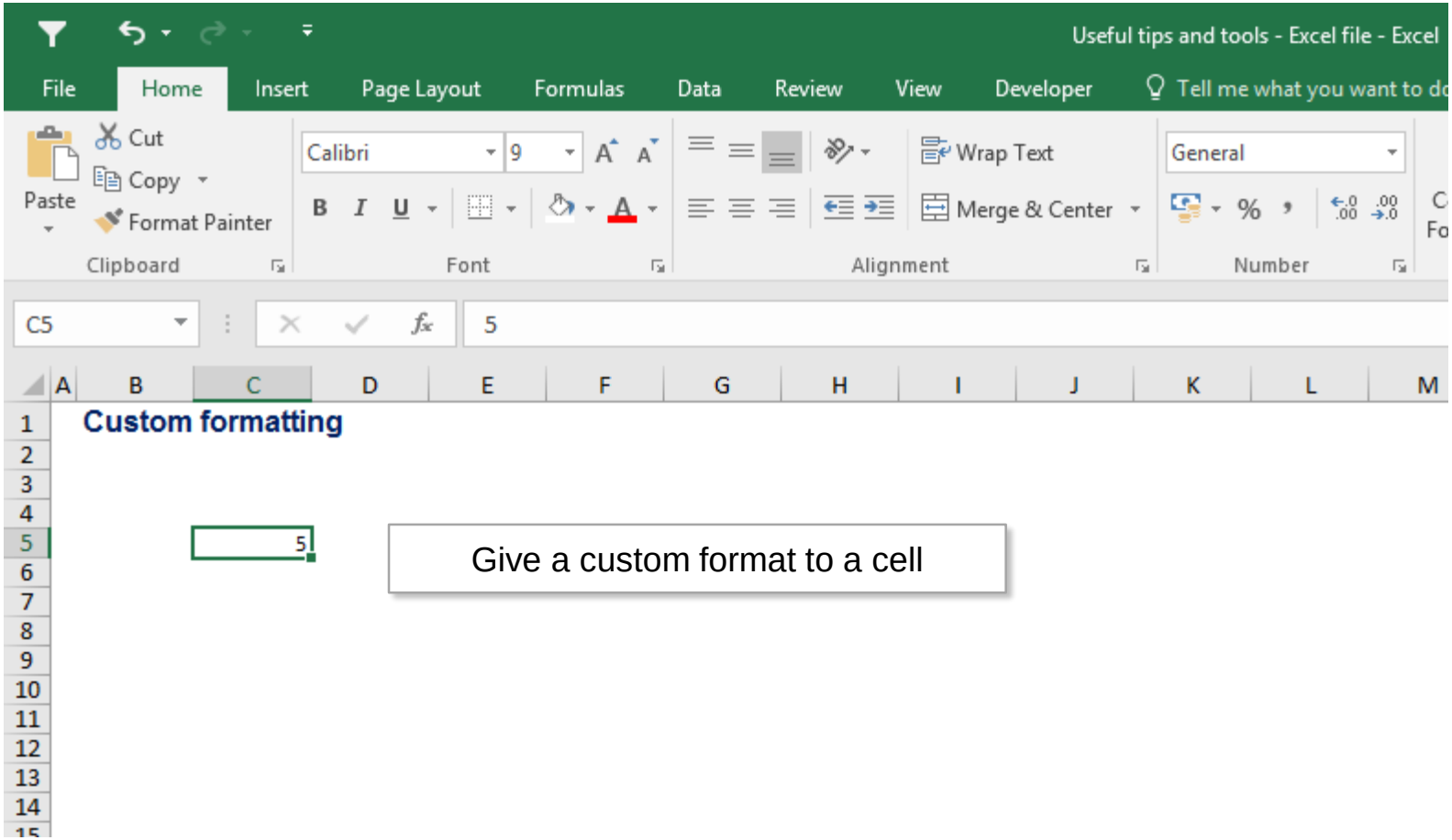
Change the content of C4 and it automatically updates in H4 as well

| | Actuals | | | | |
|---|---|---|---|---|---|
| **P&L: Google** | **2009A** | **2010A** | **2011A** | **2012A** | **2013A** |
| **Total Revenues** | **23.7** | **29.3** | **37.9** | **50.2** | **59.8** |
| Cost of Sales | (8.8) | (10.4) | (13.2) | (20.6) | (25.9) |
| **Gross Profit** | **14.8** | **18.9** | **24.7** | **29.5** | **34.0** |
| *Margin %* | *62.6%* | *64.5%* | *65.2%* | *58.9%* | *56.8%* |
| nses | (6.5) | (8.5) | (13.0) | (16.8) | (20.0) |
| | **8.3** | **10.4** | **11.7** | **12.8** | **14.0** |
| | *35.1%* | *35.4%* | *31.0%* | *25.4%* | *23.3%* |
| /(expense) | - | - | (0.1) | (0.1) | (0.1) |
| ems | 0.1 | 0.4 | 0.6 | 0.7 | 1.3 |
| Minorities | - | - | - | - | - |
| Taxes | (1.9) | (2.3) | (2.6) | (2.6) | (2.3) |
| **Net Income** | **6.5** | **8.5** | **9.7** | **10.7** | **12.9** |

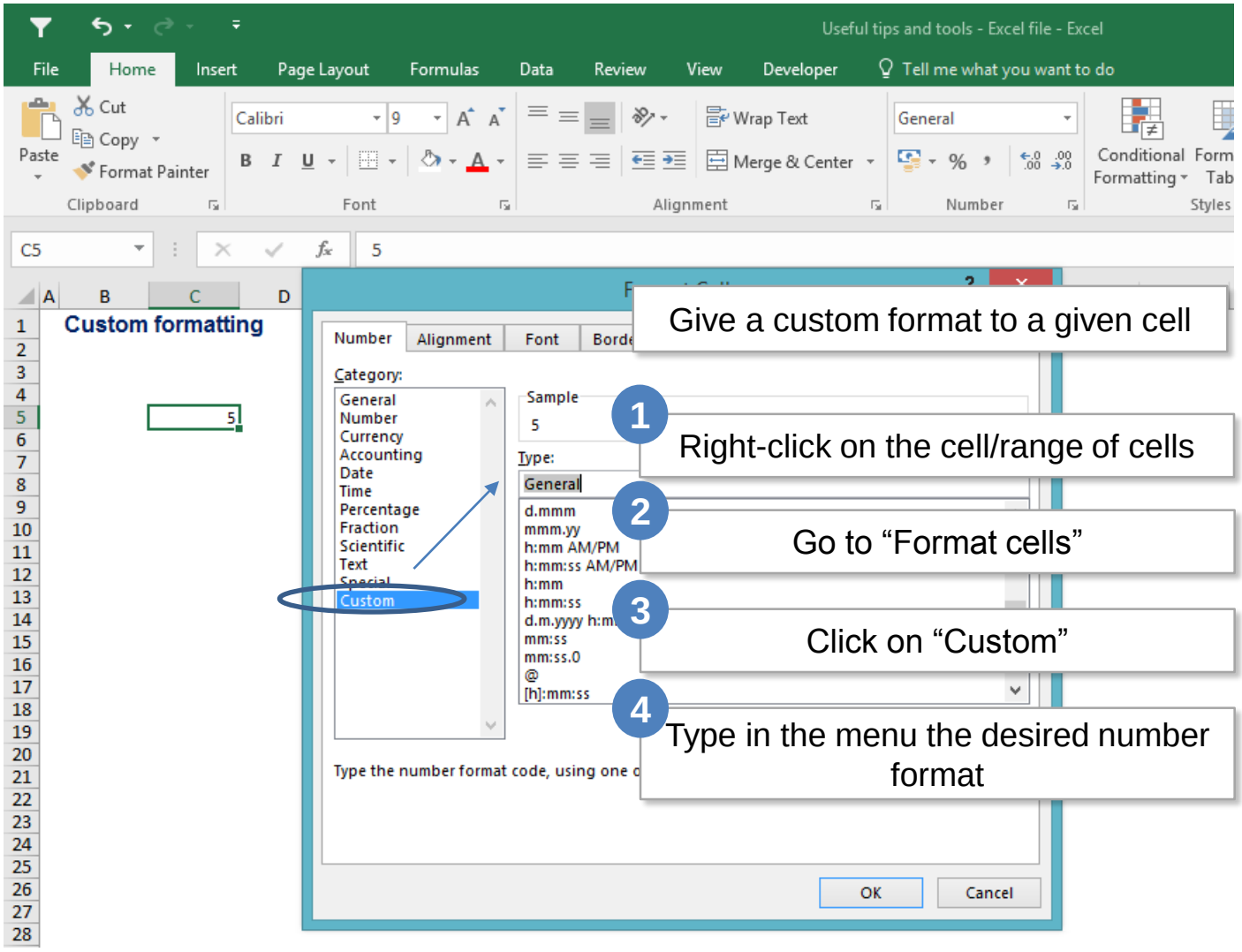
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# Custom formatting of cells

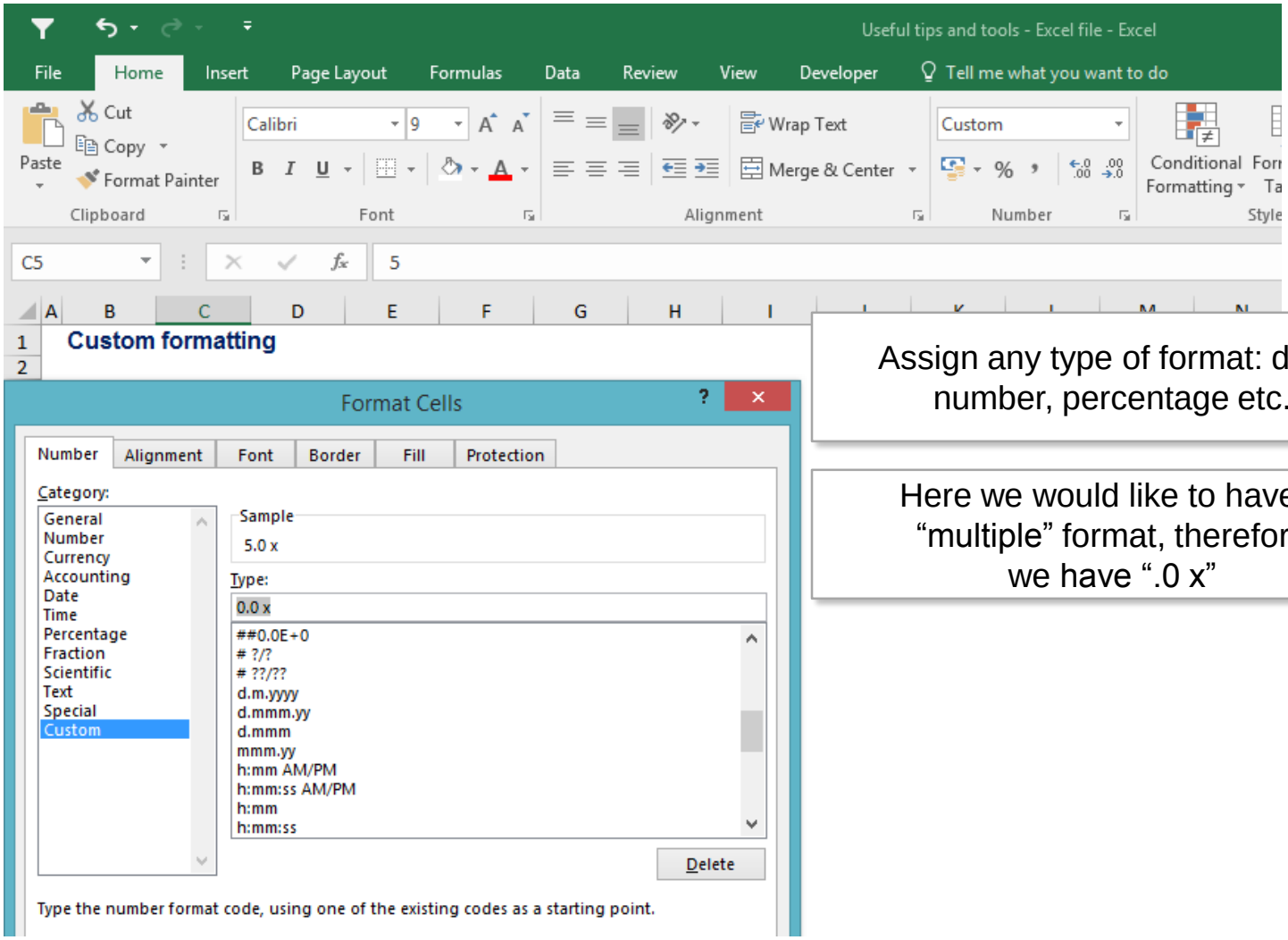
# Custom formatting of cells



# Custom formatting of cells



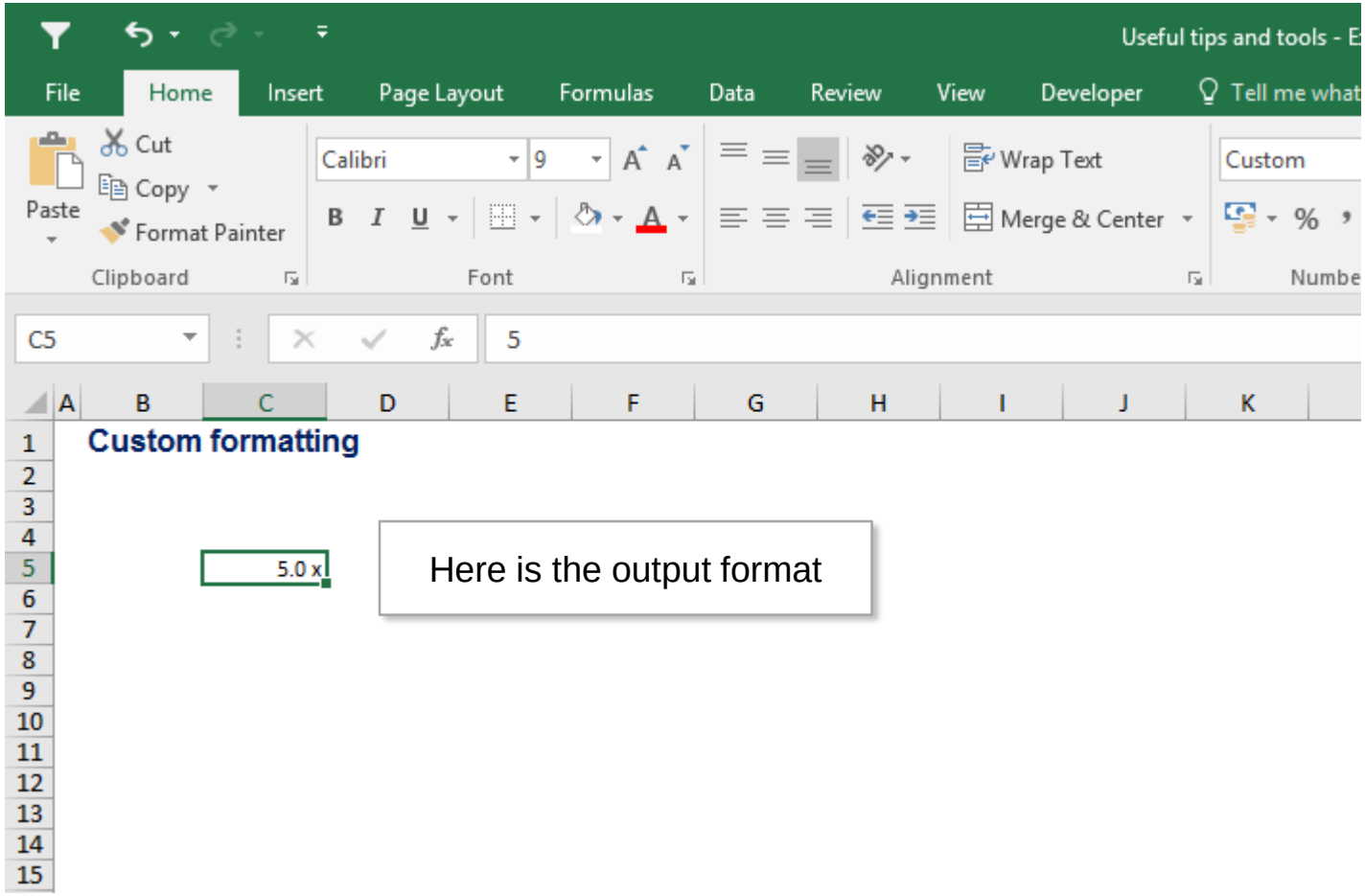
# Custom formatting of cells




Assign any type of format: date, number, percentage etc.

Here we would like to have a "multiple" format, therefore we have ".0 x"

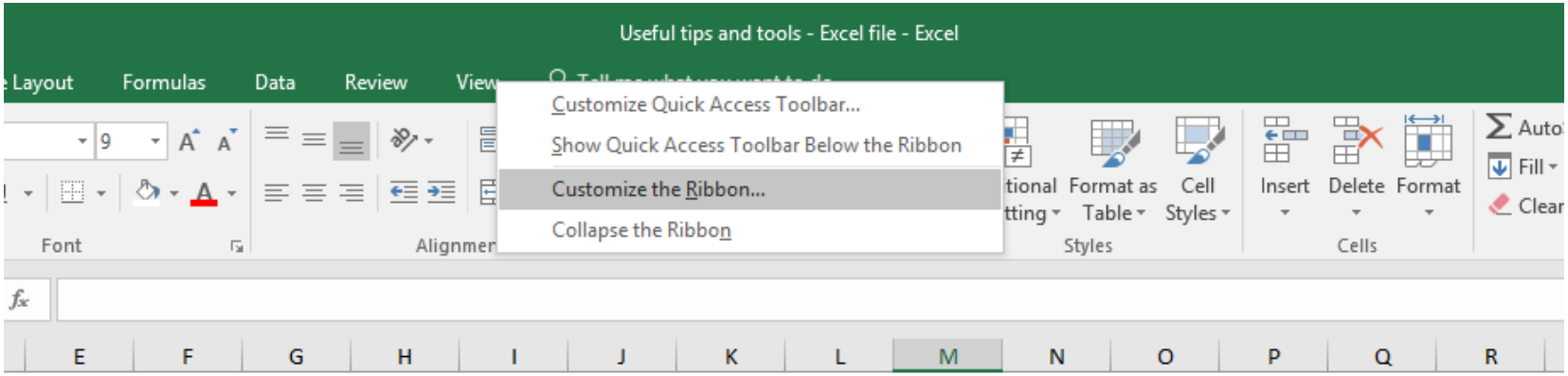
# Custom formatting of cells



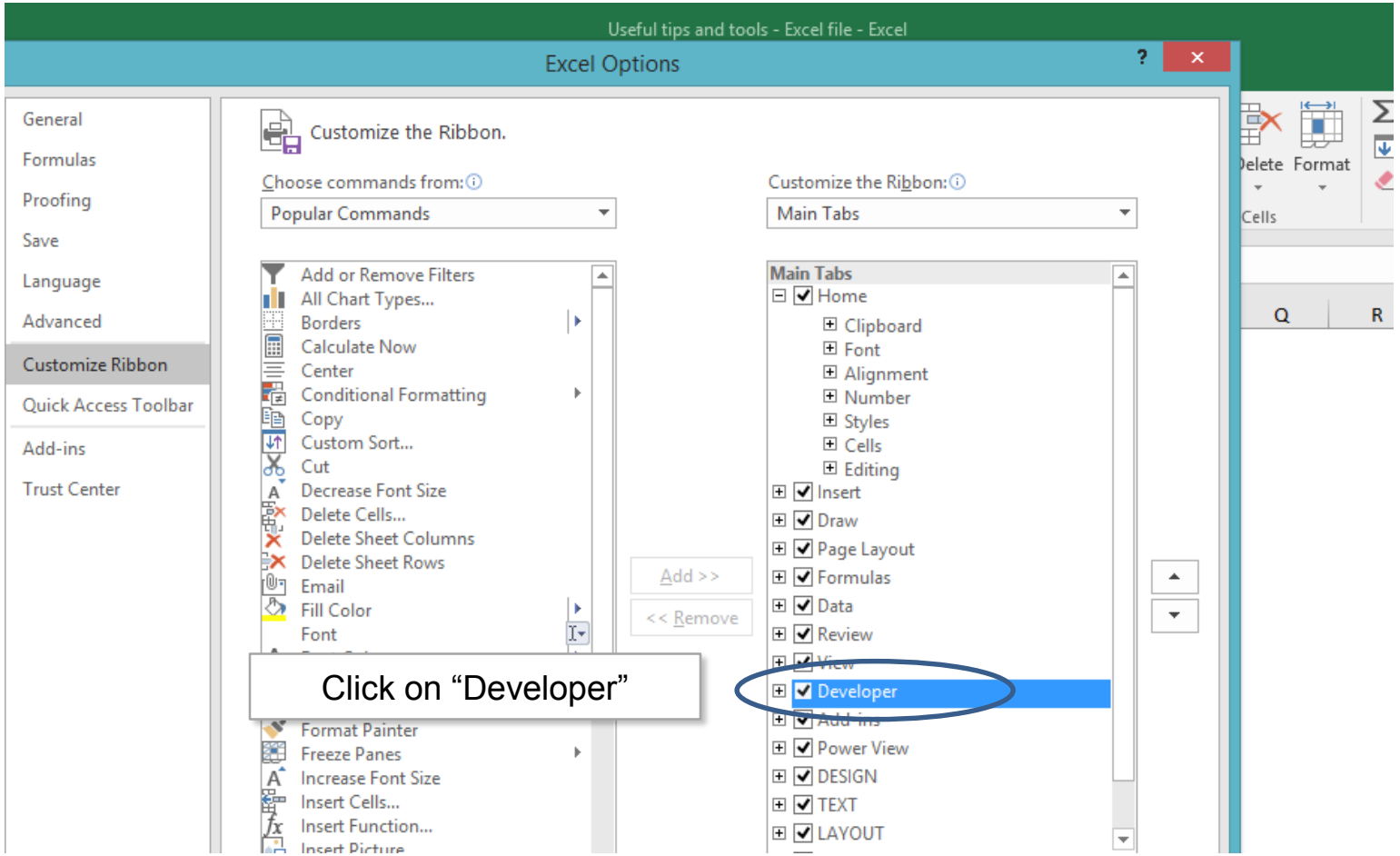
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# Recording Macros

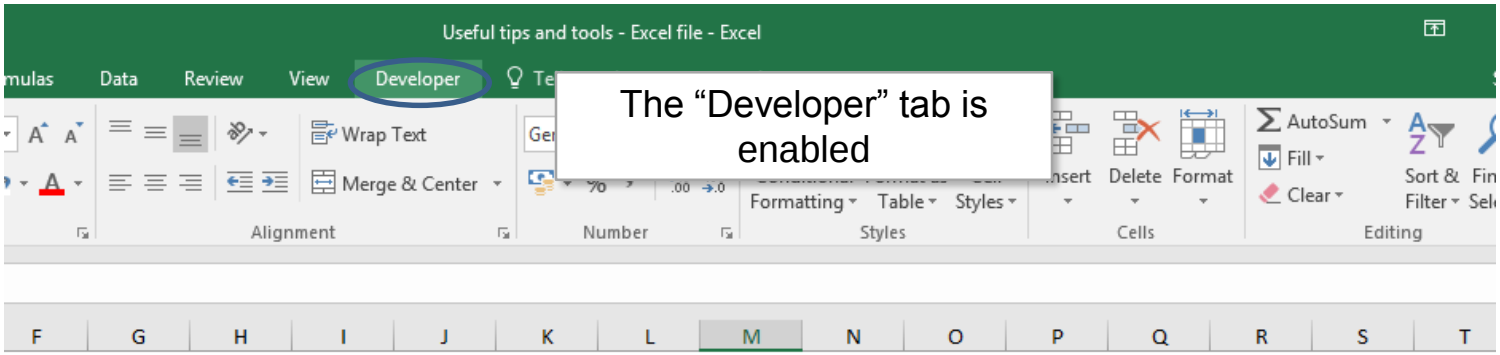
# Recording Macros



# Recording Macros

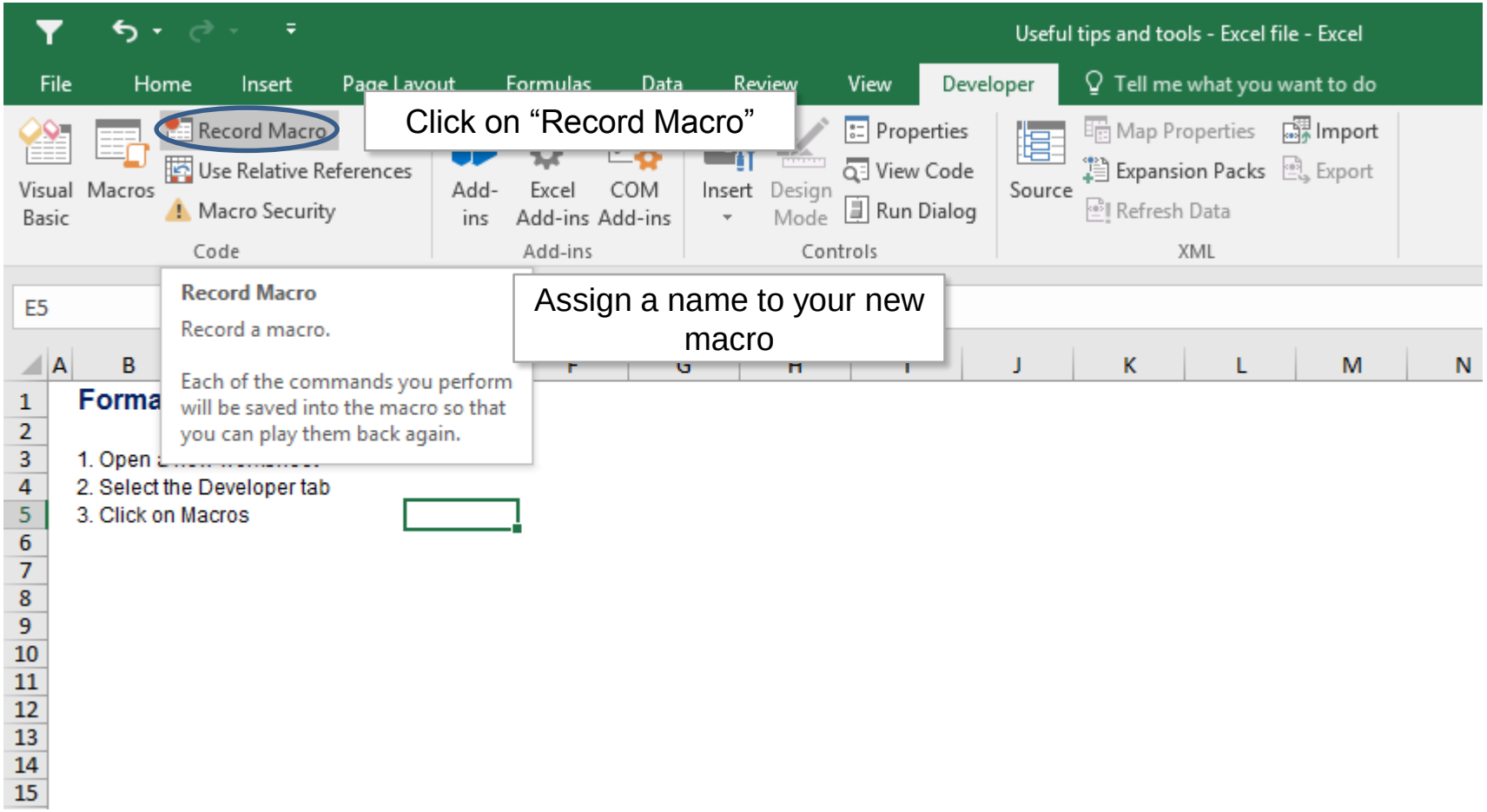


# Recording Macros

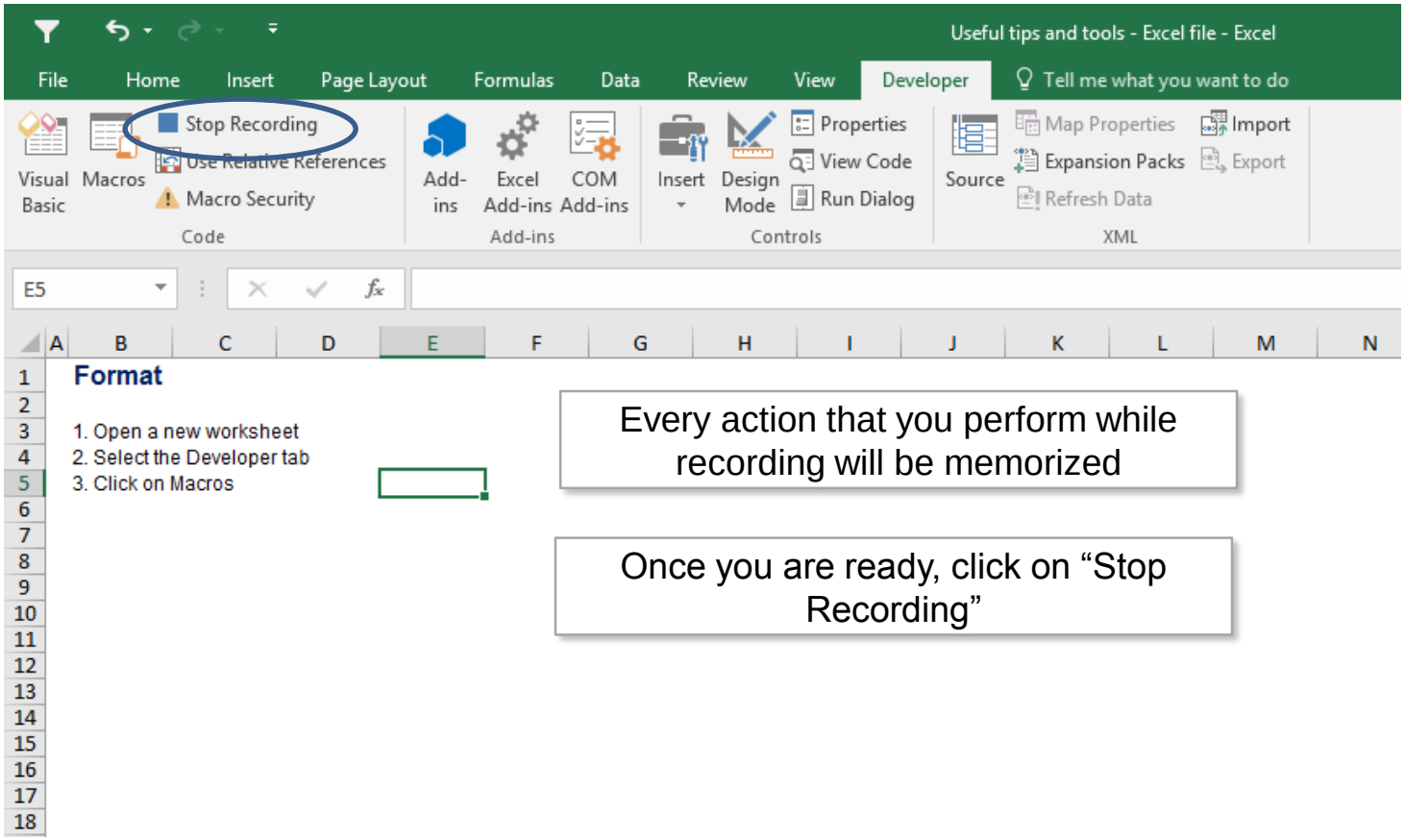



The “Developer” tab is enabled

# Recording Macros

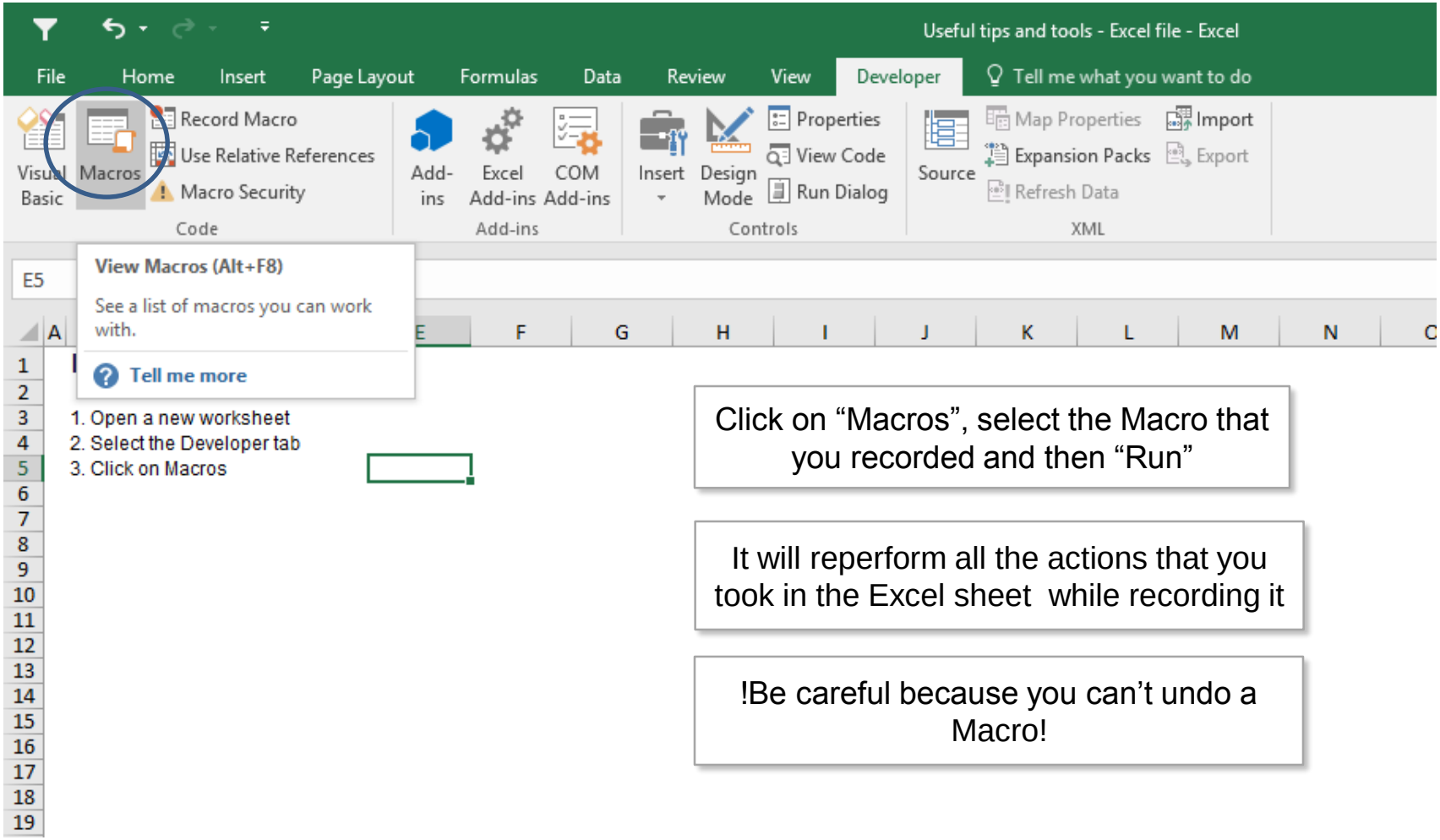


# Recording Macros



# Recording Macros

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Click on “Macros”, select the Macro that you recorded and then “Run”

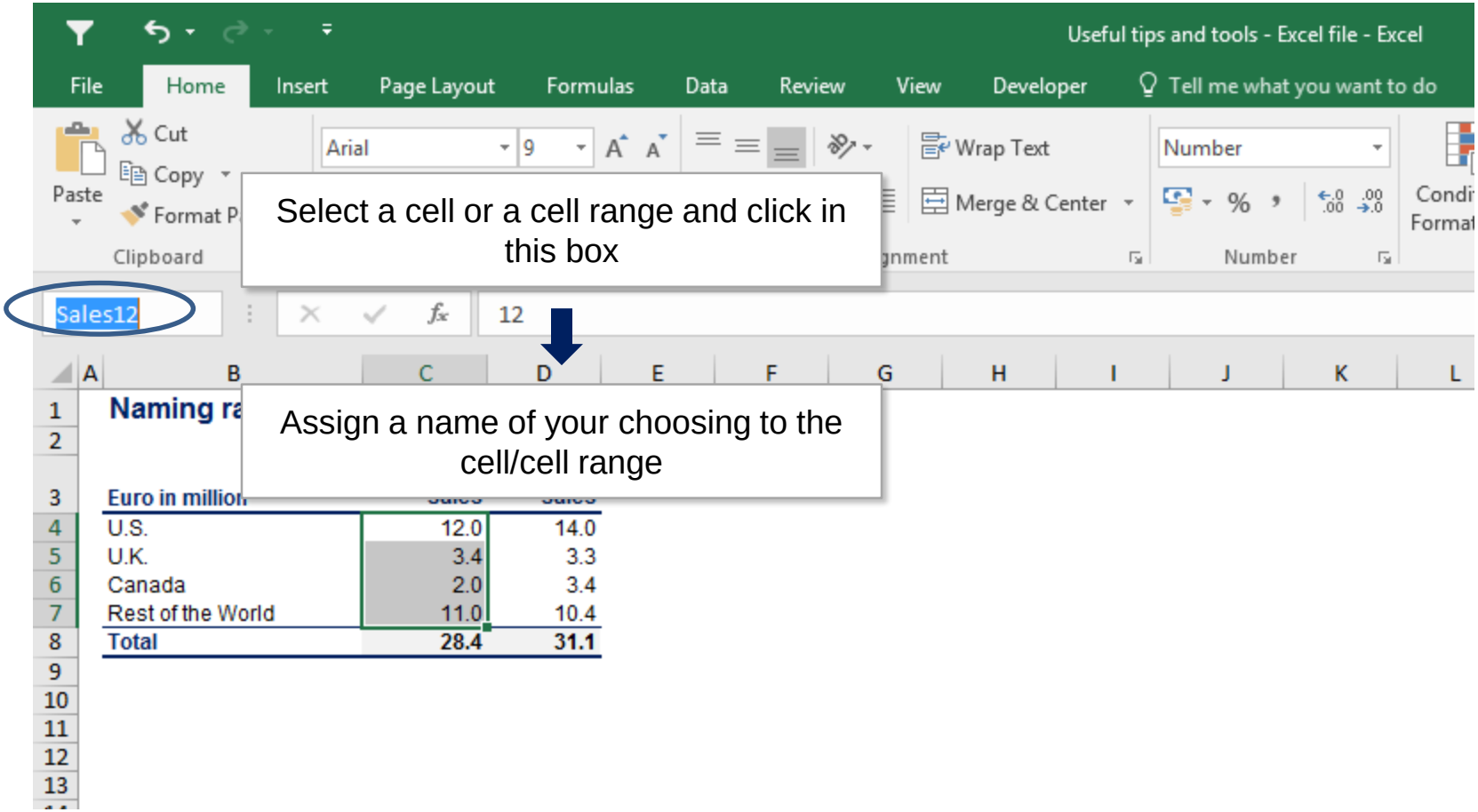
It will reperform all the actions that you took in the Excel sheet while recording it

!Be careful because you can’t undo a Macro!

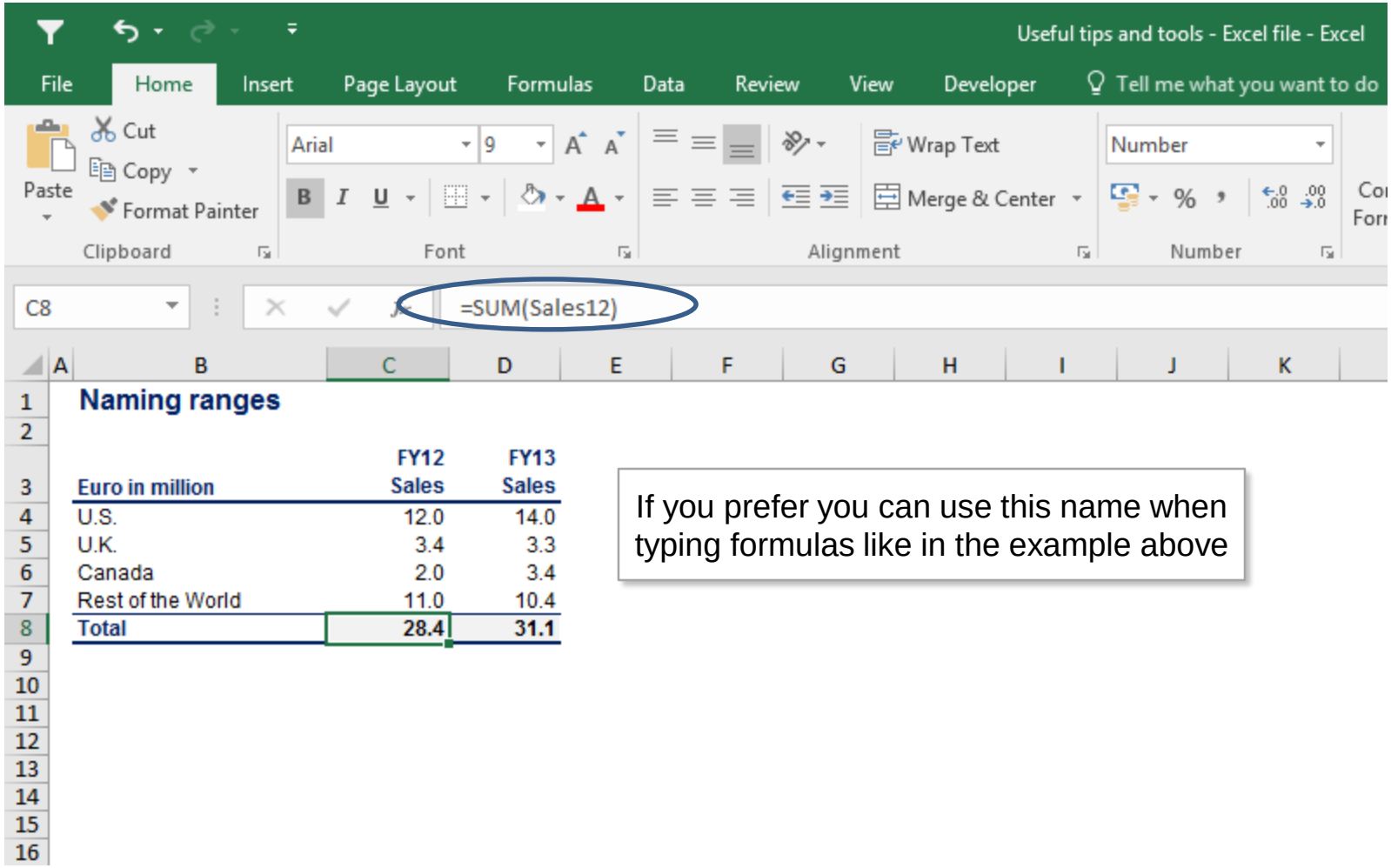
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# Name cell ranges

# Name cell ranges



# Name cell ranges




If you prefer you can use this name when typing formulas like in the example above